Policy Updates

Graduation Policy Update

Former

Undergraduate Graduation Application Process (Prior Version)

An undergraduate student must complete an application for graduation with her/his academic dean. It should be initiated during the next-to-last semester or session and completed no later than the deadline published in the on-line Class Schedule at www.utep.edu/register.

Graduate students must begin the application process with their advisors. Graduate degree candidates must submit an Application for Graduate Degree and final degree plan during the semester they expect to graduate and by the deadline stated in the on-line Class Schedule at www.utep.edu/register. The forms must be completed by the student and approved by the graduate advisor and college dean. The student must submit the forms to the Graduate School before the published deadline to allow a complete review of the academic record. The diploma fee and if applicable, the thesis/dissertation University Microfilms on-line traditional publishing fee are billed to the student's Goldmine account upon approval of the Application for Graduate Degree. The Application for Graduate Degree is only valid for one semester.

The University of Texas at El Paso has six conferral dates as listed below:

- February 28, for all students who complete degree requirements after December Commencement and prior to February 28.
- May, as published in the Schedule of Classes at www.utep.edu/register, for all students who complete degree requirements after February 28 and prior to the May Commencement date.
- June 30, for all students who complete degree requirements after May Commencement and prior to June 30.
- August 15, for all students who complete degree requirements after June 30 and prior to August 15.
- October 31, for all students who complete degree requirements after August 15 and prior to October 31.
- December, as published in the Schedule of Classes at http://academics.utep.edu/Default.aspx?alias=academics.utep.edu/registrar, for all students who complete degree requirements after October 31 and prior to the December Commencement date.

Students who wish to graduate must complete the application process and pay the fee described below:

- Undergraduates - To be considered candidates for graduation, students must submit the completed and signed graduation application with payment to the Student Business Services Office for processing by the Registration and Records Office.
- Master's and doctoral students – To be considered for graduation, students must submit the completed and signed graduation application for processing to the Graduate School and all applicable fees will be assessed by the Graduate School.

Graduation Application Fees (Prior Version)

Graduation Application Fees:

$35 if paid by the scheduled deadline.
$15 Graduation Application Late Fee
Graduation application fee is not refundable. A student who defers graduation to the following term must reapply for graduation. However, the student will not be required to repay the graduation application fee.

Updated Policy (http://catalog.utep.edu/policies-regulations/graduation-requirements/#undergraduatedegreerequirementstext)

Effective Fall 2025

Undergraduate Graduation Process (Current Version)

Academic Advisors will confirm a student's eligibility to graduate each term. A list of eligible students will be sent to the Registration and Records Office for processing. A student will then be marked as pending graduation for term and diploma fee will be added to the student's account. Students will receive an email soon after with instructions on next steps.

Graduate students must begin the application process with their advisors. Graduate degree candidates must submit an Application for Graduate Degree and final degree plan during the semester they expect to graduate and by the deadline stated in the on-line Class Schedule at www.utep.edu/register. The forms must be completed by the student and approved by the graduate advisor and college dean. The student must submit the forms to the Graduate School before the published deadline to allow a complete review of the academic record. The diploma fee and if applicable, the thesis/dissertation University Microfilms on-line traditional publishing fee are billed to the student's Goldmine account upon approval of the Application for Graduate Degree. The Application for Graduate Degree is only valid for one semester.

Master's and doctoral students -- To be considered for graduation, students must submit the completed and signed graduation application for processing to the Graduate School and all applicable fees will be assessed by the Graduate School.

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Graduation Fees (Current Version)

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$15 Graduation Application Late Fee
Graduation fee is not refundable. A student who defers graduation to the following term must reapply for graduation. However, the student will not be required to repay the graduation application fee.

Commencement & Diploma Policy Update

Former

Degree Conferral Posting Timeline (Prior Version)
Degrees are conferred approximately two months following the end of each long semester (December and May) and at the end of the long summer session (August). The degree will be posted to the transcript with the commencement date for each long semester and the last day of finals for the long summer session.

Diploma Issuance Timeline (Prior Version)
Approximately two months following the end of each long semester (December and May) and at the end of the long summer session (August), the university awards a diploma to each student upon whom a degree is conferred provided a graduation application has been filed. Diplomas are mailed to the address provided by the student. A complimentary transcript showing the degree earned will be mailed separately. However, for mailing service outside the United States there is a service fee. Fees are listed on the Diplomas Mailing Request and are subject to change. The application is located in the Student Forms block at: http://utep.edu/register

Updated Policy (http://catalog.utep.edu/policies-regulations/graduation-requirements/ #undergraduatedegreerequirementstext)

Effective Fall 2025

Degree Conferral Posting Timeline (Current Version)
Degrees are conferred 45 days following the end of each long semester (December and May) and at the end of the long summer session (August). The degree will be posted to the transcript with the commencement date for each long semester.

Diploma Issuance Timeline (Current Version)
Approximately 45 days following the end of each long semester (December and May) and at the end of the long summer session (August), the university awards a diploma to each student upon whom a degree is conferred provided a graduation application has been filed. Diplomas are mailed to the address provided by the student. A complimentary transcript showing the degree earned will be mailed separately. However, for mailing service outside the United States there is a service fee. Fees are listed on the Diplomas Mailing Request and are subject to change. The application is located in the Student Forms block at: http://utep.edu/register