

Undergraduate and Graduate Degree Verification Process

Step in Process	Undergraduate	Graduate
Plans Due	Degree plans or DARS verifications are due in the Registrar's Office one year prior to intended graduation date. Advisors and students sign the degree plans or DARS verifications. The purpose is that remaining requirements will be reviewed by the advisor and student before submitting the form.	Degree plans are due in the Graduate School after master's students complete 12 credit hours or after doctoral students complete 18 credit hours. Upon receipt of degree plans, the Graduate School reviews and approves plans within one month and sends a letter to the student and department indicating the time limit for degree completion.
Substitutions	Substitutions should be submitted to the Registrar's Office as soon as the advisor and student agree to the substitutions. Substitutions are processed in the order received. Notification of "Core Complete" from other Texas public institutions and waivers can be submitted at any time.	If changes to the degree plan are needed, the advisor sends degree substitution forms to the Graduate School. Copies of approved substitutions are mailed to the student and to the department within one month.
90-hour graduation requirement	Students may not apply for graduation prior to completion of 90 SCH. This does not apply to post-baccalaureate students. At the end of each semester, the Registrar emails students with 90 SCH to remind them that they must apply for graduation. A notice also appears in DARS at 90 SCH. The Office of Undergraduate Studies will send a list of students who have completed 90 hours to deans, chairs, directors, associate deans, and advisors each semester.	Not applicable

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Online application for graduation	Due by the 12 th class day of long semesters or 4 th class day of summer	Due by the 12 th class day of long semesters or 4 th class day of summer
Review of graduation requirements	<p>The Office of Undergraduate Studies distributes the list of undergraduate applicants to deans, chairs, directors, and associate deans so that students' readiness for graduation can be checked and, if needed, documents submitted. Deans/colleges are responsible for degree plan checkout. It is expected that students' enrollment in the courses needed to graduate in the graduation semester will be verified. The process must be completed by the beginning of the 8th week of long semesters and the 4th week of the summer semester. Deans send the list with students marked READY or NOT READY to the Registrar with a copy to the Office of Undergraduate Studies.</p> <p>After the 12th day, the Registrar's Office pulls files of students who have applied for graduation to verify that all substitutions received were processed.</p>	<p>After the 12th day, the Graduate School checks files of all who applied and notifies them within one month of any missing documents and the date by which they must be submitted.</p> <p>Next the Graduate School audits degree plans in comparison with student transcripts. If the transcript does not match the degree plan, the Graduate School sends a proposed change of degree plan form to the advisor for approval.</p>
Rollover of graduation application to next semester by student request	Students may initiate rollover of graduation application requests by informing the Registrar's Office in writing by the end of the 8 th week of long semesters or 4 th week of the summer semester.	Students may request a rollover of their graduation applications by contacting the Graduate School by the end of the 8 th week of long semesters or 4 th week of the summer semester.

Step in Process	Undergraduate	Graduate
Rollover of graduation application to next semester by administrative request	Based upon degree checkout review, deans may request a rollover of a student's graduation application to the next semester by the end of the 8 th week in long semesters and the 4 th week in the summer semester. The college must notify students about the rollover request.	The Graduate School will roll over the graduation application of : (1) any student on academic probation, and (2) any student who will not have completed the degree plan at the time of graduation as shown by the degree plan audit. In each case, the Graduate School informs the student of the rollover.
Verification of graduation	The Registrar's Office reviews grades of graduation applicants to determine whether they have met degree requirements and notifies those who have not met requirements. The degree posting should be completed prior to the next semester, except for unusual cases.	After grades are posted, the Graduate School reviews final grades and informs students who did not complete requirements that they will not graduate and will need to reapply for graduation in the semester when requirements will be completed. The process takes about two weeks and is always completed prior to the beginning of the next semester.
Diplomas	Diplomas are mailed approximately 7 weeks after commencement.	Diplomas are mailed immediately after certification of graduation, two to three weeks after commencement.

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