Spring/Summer 2014 Graduation Information Session

Graduate School

Olympia Caudillo
Assistant Director, Graduation Evaluation
MLASB 223 747-7902
ocaudillo2@utep.edu

Elaine Urban-Marquez
Coordinator
MLASB 223 747-7369
meurbanmarquez@utep.edu
Graduation Information Session

Welcome!

Please read the following presentation for information on graduation.

- Checklist
- Required Forms
- Deadlines
- Commencement
Graduation vs Commencement

Although graduation and commencement are corresponding events, they are not the same. You must apply for graduation to participate in commencement.
• Graduation is the process of being awarded a degree. You must submit an Application for Graduation by posted deadlines and you must meet University degree requirements to graduate.
Graduation Information Session

• Commencement are ceremonies held at the end of the spring and fall semester to recognize the attainment of a degree.

• Only students who have applied for graduation can participate in commencement.

• Participation in commencement does not imply or infer the awarding of a degree.

• A final degree audit must be completed after final grades post, before the degree is awarded, and you officially graduate.
Graduation Information Session

Graduation Forms

The following is a brief summary of forms required for graduation.
Degree candidates are required to submit the following forms:

- Application for Graduate Degree
- Final Degree Plan
- Completion/Defense Form
Doctoral Degree candidates are also required to submit the following:

- Biographical Sketch & Resume *(Please submit in Electronic Format - email)*

- Survey of Earned Doctoral Degrees *(Ph.D. degree recipients only)*
Graduation forms are located at the Graduate School website under:

- **Current Students**
  - **Forms**

Forms can be filled online and printed for graduate advisor, thesis/non-thesis/dissertation committee and college dean signature approvals.
Forms

• Graduate School web address:
  
  • [http://graduate.utep.edu](http://graduate.utep.edu)

  Thesis and Dissertation Guidelines are also included on this page.
Forms

Application for Graduate Degree

Required Information:
- Degree Information
- Title of thesis/dissertation
- Scheduled Defense Date
- Committee members printed names
- Graduate Advisor Approval
- College Dean approval

Make sure your application includes all required information!
Forms

Final Degree Plan

The Final Degree Plan is a list of courses which make up your degree. The Final Degree Plan should ONLY include courses which are part of your degree.

Total courses/hours listed should equal total degree requirements.

Example:
- 30 hours = 10 courses
- 36 hours = 12 courses

Only include courses that apply towards your degree - do not include PE courses, etc. or courses with W or F grades.
All students must submit a Defense or Completion form. The form must be approved by your program graduate advisor and your college dean.

*Some programs submit completion notification directly to the Graduate school. Check with your program.*
Email Confirmation of Graduation Application

Congratulations!

Your application for degree candidacy has been approved. Please read the Graduation Guide for more important information on the application process. The guide and other additional information on graduation including Graduation Deadlines, Thesis & Dissertation Guidelines, and information on the various master's and doctoral programs offered at UTEP is located on the graduate school website – [http://graduate.utep.edu](http://graduate.utep.edu)

Pay the Diploma Fee and if applicable, the LMI Thesis/Dissertation online Traditional Publication fee at your earliest convenience. Fees can be paid in person at the Bursar's Office or online by logging into your UTEP Goldmine account.

Please note that the name on the diploma and transcript is the official name as it appears in Goldmine so if you entered a different name on the graduation application for diploma printing purposes, the change will not be approved. For official identification purposes, the name on the diploma or the transcript cannot differ from the Goldmine name unless you file a name change through the Records Office. Please refer to the Records Office for instructions on filing a name change.

Make sure you carefully check your transcript and address any grade discrepancies with your instructors as this will affect the awarding of your degree. This includes addressing incomplete grades, 0.0 grades, and no grades assigned. *Please note that you are ineligible for graduation if you have incomplete grades on your final transcript.*

During the Fall 2013 term the Records Office will send an email invitation to log into MourningOns which will allow you to RSVP your participation in Fall 2013 commencement and your college pre-commencement ceremony. Please note that you cannot RSVP until you receive this email. If you attempt to RSVP before receiving this email, you will get an error message informing you that you are not eligible for graduation! The Records Office is responsible for sending this email so all questions regarding the RSVP should be directed to the Records Office. Further information on pre-commencement can be obtained at the office of your respective college dean.

Do not forget to visit the official UTEP commencement website for information on commencement, [http://www.utep.edu/commencement](http://www.utep.edu/commencement). Remember that you cannot RSVP until you receive the email from the Records Office inviting you to log into MourningOns.

Finally, don't forget that graduation regalia as well as graduation announcements, etc. can be obtained at the UTEP Bookstore – [http://www.utep.edu/bookstore](http://www.utep.edu/bookstore).

Please let me know if I may be of further assistance and again, congratulations!

Sincerely,

Olympia Caudillo
Assistant Director of Graduation Evaluation
Graduate School, 429A east El Paso, Texas 79968
(915) 747-7650 Fax (915) 747-5450 ocd@utep.edu

A similar notification will be sent after the Graduate School approves your application.
Graduation Information Session

Graduation
Deadlines

The following provides information on graduation deadlines.
Spring 2014 Graduation Deadlines

- Master’s Degree Candidates
- Doctoral Degree Candidates

Summer 2014 Deadlines are also posted on the Graduate School website.

Click on either link to view Spring 2014 Graduation Deadlines.
Only Spring 2014 Doctoral degree candidates are required to defend by May 9, 2014 to participate in Spring commencement.

Summer 2014 Doctoral degree candidates who wish to participate in spring 2014 commencement must also defend the dissertation by May 9, 2014. The final dissertation is due August 8, 2014.

- Master’s degree candidates may defend through Thursday, May 22, 2014 and still participate in commencement.
Commencement

The following provides information on commencement.
Commencement

Official University Commencement Web site:

**UTEP Commencement**

- Tell Us About Your Next Step
- History
- Regalia
- News

Click on this link to view the official UTEP Commencement web site.
MarchingOrder

You will be required to register at this website if you wish to participate in commencement and Pre-Commencement.

Only students who have applied for graduation will have access to this website.

Emails are sent only to approved degree applicants with instructions on accessing the website and registering for participation in Commencement and Pre-Commencement.
Pre-commencement

Pre-Commencement is a COLLEGE event.

Pre-Commencement is not a Graduate School Event.

Check with the Office of your respective College Dean for Information on Pre-Commencement activities.

Pay special attention to this information regarding pre-commencement ceremonies.
Names of all Spring 2014 degree candidates who submit their application for graduation by Friday April 11, 2014, Printer’s Deadline, will appear in the commencement program.

The official name as it appears in Goldmine will be listed in the program. Check with the Records Office if changes are required.
Commencement Program

- Names of all Summer 2014 degree recipients will appear in the Fall 2014 commencement program.

- The official name as it appears in Goldmine will be listed in the program. Check with the Records Office if changes are required.
• Your name **will not** appear in the program if you have a Confidential Indicator on your records. Check with the Records Office to remove the confidential indicator.

• Your name **will not** appear in the program if you did not submit your application to the Graduate School by April 11, 2014.
Commencement

Saturday, May 17, 2014

7:00 p.m. – Sun Bowl
Commencement

✓ Report at least two hours before your scheduled ceremony.

✓ Check-in location to be determined at a later date.
Commencement

Early check in is encouraged because photographers will be available to take graduation photographs.
Commencement

Locate the Graduate School Check-in table to pick up your Commencement Reader Name Card.

Proceed to Line up area in preparation to enter the Sun Bowl.
Graduate and Doctoral students march in as “The Graduate School” so line up behind the Graduate School banner.
Diploma Information

The following is important information regarding your diploma.
Diploma lists earned Degree & Major

Transcript lists degree and major and if applicable, concentration
Diplomas are **mailed** approximately ninety days after degree conferral.

If you prefer to pick up the diploma, enter **“Will Pick Up”** as the address on the graduation application or contact the Records Office.
• Contact the Records Office to make additional arrangements if you want the diploma mailed outside the United States.

• Please file a Diploma Mailing Form to request the mailing of your diploma to an international address.
Diploma

• The “Diploma Name” is the name of record in UTEP’s student information system (Goldmine).

• The diploma is a legal record so the diploma name must match the Goldmine name.
  
  • Requests to alter or change your name on the graduation application will not be honored.

• Please visit the Records Office for information on filing a name change.

Pay special attention to this information regarding your Diploma Name.
Diploma

• It is your responsibility to verify that the Mailing Address and Official Name listed in UTEP’s student information system (Goldmine) is correct.

• Contact the Records Office if changes to your Mailing Address or Official Name are required.

• [http://www.utep.edu/records](http://www.utep.edu/records)
Transcripts or diplomas will not be issued if you have an outstanding financial obligation to the University. Contact Student Business Services or Financial Aid for more information.

Office of Financial Aid

Student Business Services
Diploma

Please address all inquiries regarding Transcripts and Diplomas to the Records Office

http://www.utep.edu/records
Transcript – Very Important

- Please contact the Records Office if you require Apostille credentialing of the Diploma and Transcript

- APOSTILLE CERTIFICATION WITH THE SECRETARY OF STATE OF THE STATE OF TEXAS

Graduation Information Session

Other Important Information

The following provides additional information on commencement.
Commencement regalia, graduation announcements and invitations, class ring, etc. can be obtained at the **UTEP Bookstore**
Other Information

CAPS, GOWNS & HOODS

DOCTORATE REGALIA
- Antique Gold Tassel
- Black Gown with Black Felt
- The color of the hood varies according to degree

MASTER’S REGALIA
- Black Tassel
- Gown
- The color of the hood varies according to degree

Select your major:

Select your major:

All participants dress for commencement according to traditions stemming from the world’s oldest universities. The regalia worn by graduates and faculty members signifies the various degrees, disciplines, and institutions of the members of the academic procession and is an outward sign of membership in the university community.

Regalia requirements differ for degrees and schools. Candidates can visit the UTEP Bookstore to purchase regalia and announcements.

http://graduate.utep.edu/preparing.html

Use this link to make sure you select the correct regalia.
Spring 2014 GradFair

- Purchase your Spring 2014 Medallion Pack!
- March 18, 19, & 20
- Master’s Packet – $120
- Doctoral Packet – $140
  (approximate prices)

- Out of Town Students reserve your Medallion Pack by calling 915-747-8600
There is no Honor’s designation at the graduate level. Master’s and Doctoral students at The University of Texas at El Paso are required to maintain a 3.0 Cumulative Grade Point average to be eligible for graduation.
Other Information

Spring 2014 Official Degree Conferral Date:

May 17, 2014

- Final grades are available Tuesday, May 27, 2014
  10 Days AFTER Commencement

- Degrees are posted on the transcript approximately 30 days after
  degree conferral - June 2014

- Diplomas are mailed approximately 90 days AFTER degree conferral
  - August 2014
If you do not meet degree requirements, please notify the Graduate School as soon as possible so we can reactivate your student record; otherwise you will not be able to register.

Send email notification to the Graduate School requesting the withdrawal of your graduation application.
Other Information

• University policy does not allow us to defer the graduation application so if you do not graduate, you are required to reapply for graduation

• Graduation fee will be reversed.
Other Information

• If you wish to pursue another program of study or continue taking courses after graduation, you need to reapply for admission to the Graduate School.
Spring 2014 Important Dates

• **February 28, 2014** – Last Day for Regular Application
  Applications received after this date are assessed a late fee.

• **April 11, 2014** – Printer’s Deadline
  Only names of Spring 2014 candidates who have applied through this date will appear in the commencement program.

  **April 30, 2014**— Graduation Information Session for Spring 2014 Doctoral Degree Candidates Only – Attendance is Mandatory

  **May 9, 2014** – Dead Day
  *ONLY SPRING* 2014 doctoral degree candidates must defend by this date to participate in spring 2014 commencement. *This includes summer 2014 candidates wishing to participate in spring 2014 commencement.*

• **Wednesday May 14, 2014** – Last day to apply for spring 2014 graduation.

• **Saturday, May 17, 2014** – Spring 2014 Commencement.

• **Thursday, May 22, 2014** – Deadline to submit the Graduate School approved thesis or dissertation, signature page and defense form.
You will receive a similar notification from the Graduate School as soon as your degree is posted.

Yippee! I graduated!!!
Very, Very Important Information

• **Please conduct a thorough review of your transcript!!**

• Your degree cannot be awarded if you have any of the following grades on the Final Transcript:
  - P – in Progress Grade
  - I – Incomplete Grade
  - N – No Grade Assigned

• Consult with the Instructor of the course and request that he/she submit a Grade Change Authorization Form as soon as possible.

It is extremely important that you review your transcript. You will not graduate as long as you have P, I or N grades on the final transcript!!
Graduate School
Graduation Information Session

Questions, Comments or Concerns:

Olympia Caudillo
Assistant Director
MLASB 223
747-7902
ocaudillo2@utep.edu
http://graduate.utep.edu

Elaine Urban-Marquez
Coordinator
MLASB 223
747-7369
meurbanmarquez@utep.edu