

# APPLYING FOR GRADUATION

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All potential graduates must officially apply for graduation in the Office of the Registrar **one term prior to** the term in which they plan to graduate. Students must file applications no later than the date specified in the academic calendar (<http://catalog.tamut.edu/academic-calendar/>) or the date listed on the Registrar's Office website (<https://www.tamut.edu/Admissions/Enrollment-Services/Registrar/Graduation.html>). If the student does not graduate in the term for which he or she applies, he or she must reapply for graduation.

## Graduation Application Fee

Effective for the fall 2022 semester, a graduation application fee of \$40.00 will be assessed for each student applying for graduation. This fee will cover the cost of mailing the diploma (if mailed) and supplies such as diploma tubes, mailers, etc.

## Graduation Under a Particular Catalog

Both graduate and undergraduate students must meet the graduation requirements listed in the catalog governing the first semester in which they enrolled in residence as a degree-seeking student. If the student has not enrolled in the university in the past five years, he or she must meet graduation requirements and policy statements in the catalog in effect at the time of re-entry as a degree-seeking student.

The student may also choose to graduate under any catalog published subsequent to the time of re-entry. The option to graduate under older catalog editions depends upon whether the university still offers programs and courses listed in the older catalog.

Only with special approval may a student graduate under the requirements of a catalog issued over five years prior to the student's date of graduation. The university grants this permission in rare cases where extenuating circumstances exist and extreme hardship may result. The appropriate dean may authorize a limited extension.

Note: The term "graduation requirements" applies to course, grade-point averages in three areas, proficiency, and other specified requirements for graduation. Students seeking teacher certification must meet current certification requirements listed in the catalog in effect at the time of enrollment as a degree-seeking student provided that the student meets all requirements and provided the student completes all degree and certification requirements within a five-year period.

Note: Any person who has completed their first degree at Texas A&M University - Texarkana and re-enters to seek a second degree will be listed under the catalog in effect at the time of entry to seek the second degree or any subsequent catalog. The student may not select a program which the university phased out prior to the student's re-entry.

Please contact [graduation@tamut.edu](mailto:graduation@tamut.edu) if you have any questions

## Masters Graduation Requirements

The following is a checklist university staff uses to determine eligibility for graduation. The following checklist will validate progress:

1. Students must complete an approved master's degree program. Students must follow the "Official Degree Plan" A&M-Texarkana has issued. (Students may choose to complete a six (6) SCH thesis as part of their degree program.) **Note:** Consult section on "Graduation Under a Particular Catalog."
2. Students may transfer no more than 12 SCH of graduate-level course work from another regionally accredited institution and have the university apply those credits toward a master's degree at A&M-Texarkana.
3. Students may apply no more than 6 SCH of special-format courses (597, 589, and/or 529) to degree requirements.
4. Students may apply no more than 9 SCH of S/U-graded courses to degree requirements.
5. Students may not apply courses they have taken more than five years prior to admission to the graduate-studies program to their degree. The dean may give special approval to apply such courses to a particular degree.
6. A student's degree plan must not be over five years old.
7. Students must complete all "X" grades prior to graduation.
8. Students must achieve the following grade-point averages:
  - a. 3.00 or above on all graduate work attempted in major field of study or area of concentration (Major GPA);
  - b. 3.00 or above on all graduate courses attempted at A&M-Texarkana (Institutional GPA);
  - c. 3.00 or above on all graduate course work (Cumulative GPA).

**Note:** The university will not count grades lower than "C" toward a graduate degree, but the university will use those grades to calculate the GPA. The university considers a course with a grade of "D" or "F" completed, and the GPA will reflect those grades.
9. The university will calculate into the final grade all graduate course work the student has taken prior to graduation.
10. The student may apply, upon recommendation of the instructor and approval of the college dean, a maximum of two (2) 400-level undergraduate courses toward fulfillment of graduate-degree requirements. When taking a 400-level course for graduate credit, the student must complete additional work beyond the quality and quantity of work, which distinguishes graduate instruction (See "**Enrollment in Undergraduate Courses for**

**Graduate Credit**" in the Graduate Studies section of this catalog under General Academic Policies (<http://catalog.tamut.edu/graduate-studies/general-academic-policies/>). Graduate courses are numbered 500 and above.

11. The specific college may require students to pass a comprehensive examination covering work within the master's degree program including, if applicable, an acceptable defense of the thesis. For programs that do not require a comprehensive exam, the student must earn a minimum grade on a required capstone course. (See the requirements for the student's particular degree.) A student who fails to pass the comprehensive exam must complete whatever further courses or additional study the advisor requires to correct the deficiencies. If the student fails a second time, he or she may not take the exam again without special permission of the dean of the college. Students who fail to achieve the required minimum grade on the capstone course must repeat the course.
12. Students must submit the completed application for graduation by the date published in the schedule of classes.
13. The university must have a copy of all official transcripts on file with the Office of the Registrar.
14. Students who enroll off campus during the semester they expect to graduate **will be responsible** for submitting official transcripts to the Office of the Registrar before their degree can be awarded. The university must record final grades from all courses the student has taken at another university on a student's Texas A&M University-Texarkana transcript. This requirement includes cross-registered courses, CLEP exams and courses completed through the course-exchange program. Failure to submit official transcripts by the deadline stated by the Office of the Registrar will prevent the degree from being awarded for the intended graduation term. Students whose degree is not awarded for the intended graduation term, will be required to apply for a future term.
15. In order for a student to receive his or her degree, diploma **and** participate in commencement, he or she must have completed all degree requirements (including passing comprehensive exams) and have a **zero** balance on their account by the Friday one week prior to the graduation-commencement ceremony.

## Doctoral Graduation Requirements

The successful completion of a doctoral degree requires several different elements including: coursework specific to the student's plan of study totaling no less than 60 semester credit hours, a passing score on the comprehensive examinations, and the successful defense of a dissertation. Because this program requires specific coursework mapping and planning, and contains such a high degree of individualization, students are referred to the "Doctoral Program Handbook" for more information on the necessary steps to successfully graduate with a doctoral degree.

## Commencement

The university restricts participation in the commencement ceremony to those students who have completed all graduation requirements as indicated and have a zero-account balance. The university holds commencement ceremonies in May and December. Students completing degree requirements in August may participate in the December commencement ceremony. The university provides details about the ceremonies when the student applies for graduation. Regalia for commencement must be purchased through the Campus Bookstore.