

# GRADUATION INFORMATION

## FALL 2016

**The following information is provided to you as a guide. Please consult the websites below for due dates. You may have to check back for the dates, as they may not be published as early as I send out this notice.**

### Application for Graduation:

This must be done during the semester you plan to graduate, even if you have submitted the application in a previous semester. Graduation will not automatically occur.

- Complete your application for graduation for the Graduate School in your MyMav account. Before you apply to graduate, you should verify with your academic advisor that you are eligible to graduate at the end of the graduation application term. The graduation application fee is non-refundable and non-transferable to a future term if you apply and are ineligible to graduate due to missing course requirements. **Please make an appointment to meet in person with your advisor after you have registered for classes and prior to census date of your graduating semester to review your transcript, and make sure that you have fulfilled all of your degree requirements.**

Once you and your academic advisor have determined that you will meet the requirements for graduation at the end of this term, then follow these steps to apply for graduation:

- \*Log into MyMav
- \*Go to your MyMav Student Center to apply to graduate (Main Menu -> Self Service -> Student Center)
- \*Under Academics, click **Apply for Graduation**
- \*Follow the instructions on the **Submit an Application for Graduation** page
- \*Select the graduation term for which you are applying, and read all of the instructions
- \*Click **CONTINUE**
- \*Verify your graduation data; and read all instructions
- \*Click **SUBMIT APPLICATION**

**You will receive a notification that your application for graduation has been received via your UT Arlington email.**

### Participation in Graduation Commencement Ceremony:

Registration for the graduation commencement ceremony is separate from the application for graduation, and you do not need to register for that until later in the semester. The Dean's Office in the College of Engineering is responsible for commencement ceremony registration. The site to register for the commencement ceremony is not currently active. However, keep checking back periodically, and don't forget to register here if you plan to participate in the ceremony. Following is the website to visit for more information: [www.uta.edu/engineering/commencement](http://www.uta.edu/engineering/commencement)

The following message is from Tracy Faulkinbury who is in charge of commencement for the COE: Graduating students: If you have questions regarding Commencement, please go to [www.uta.edu/engineering/commencement](http://www.uta.edu/engineering/commencement) and read each page of the website, starting with the Frequently Asked Questions (FAQs). These FAQs were created to answer questions that I get asked hundreds of times each semester. I am only able to personally respond to commencement-related questions that are not answered on this website. I appreciate your understanding.

Additional information regarding commencement can be found at <http://www.uta.edu/commencement/graduates/index.php>

### Final Degree Plan:

These forms must be completed and approved in order for you to graduate.

- Go to the BE website under current students and find the appropriate degree plan.
- Complete it accurately and sign the form. (Check your My Mav account to insure you have the correct course numbers. **Your degree plan must match your My Mav account exactly.**)
- Obtain the necessary signatures from your supervising faculty member, and Track Advisor.
- Submit to the Julie's mailbox by **August 1, 2016.**
- My Mav needs to accurately reflect the degree you are working towards (ie. Master's Thesis or Master's Thesis Substitute). If the degree plan listed is incorrect, please send an email requesting this be changed to Julie Rockow at [rockow@uta.edu](mailto:rockow@uta.edu). Be sure to include your name, 10 digit ID#, the degree you are currently listed under in MyMav, and the degree towards which you are working by **August 1, 2016**. Failure to complete this step may result in a delay in your graduation.

### Five Year Students:

There are separate requirements for Graduate and Undergraduate graduations. You can visit <http://www.uta.edu/commencement/> for more information. If you experience difficulty accessing or submitting the application for graduation, please contact the Graduation Desk by e-mail at [gradteam@uta.edu](mailto:gradteam@uta.edu). For all undergraduate graduation questions, contact your Graduation Counselor, Mr. Harold Bryant via e-mail at [hbryant@uta.edu](mailto:hbryant@uta.edu) or by phone at 817-272-2577.

**\*\*\*\*\*PLEASE NOTE: FIVE YEAR STUDENTS MUST REGISTER FOR BOTH UNDERGRADUATE AND GRADUATE GRADUATION\*\*\*\*\***

### Forms for Master's Thesis Defense:

See the following website for forms related to your thesis:

<http://grad.uta.edu/students/forms/masters/#forms08>. (\*\*Note: the thesis is also known as the final master's examination): The form which will need to be signed by your thesis committee and submitted to the Graduate School is listed under the following heading:

- I want a Final Master's Examination Report in order to submit the results of my examination ( Final Master's Examination Report)

Turn the Final Master's Examination Report in to the academic advisor after it is signed by all parties.

\*\*\*\*Please note: If you pass conditionally, it is your responsibility to remind the chair of your committee to send an e-mail to the academic advisor of your department notifying that person that you have met the conditions and requirements, and have now passed unconditionally.

### Forms for Ph.D. Dissertation Defense:

See the following website for forms related to your dissertation:

<http://grad.uta.edu/students/forms/doctoral/#forms04>. The form which needs to be signed by your dissertation committee and submitted to the Graduate School is listed under the following heading:

- I want a Dissertation Defense Report in order to submit the results of my Defense (Dissertation Defense Report)

Turn the Final Dissertation Defense Report in to the academic advisor after it is signed by all parties.

### University and Graduate School Calendar 2016-2017:

The Graduate School may change this calendar if conditions warrant. The University and Graduate School Calendar can be found at: <http://grad.pci.uta.edu/about/catalog/current/calendar/>.

Additional information regarding graduation can be found on the graduate school website at [http://web.uta.edu/ao/recordsandregistration/content/student\\_services/graduation.aspx](http://web.uta.edu/ao/recordsandregistration/content/student_services/graduation.aspx).

The due dates for the Office of Admissions, Records and Registration can be found at the following web address: <http://www.uta.edu/records/graduation/deadlines.php>

### Other Forms and Procedures for Theses and Dissertations:

For all other forms and procedures related to theses and dissertations, see the following website:

[http://www.uta.edu/aa/recordsandregistration/content/student\\_services/graduation.aspx](http://www.uta.edu/aa/recordsandregistration/content/student_services/graduation.aspx)

### Graduation Checklist for Master's Thesis Substitute Students:

- Make sure you have a current degree plan on file with the Academic Advisor, and you have successfully completed all the coursework listed on the degree plan. Meet with Academic Advisor to review this after you have registered for courses and prior to Census Date of your graduating semester.
- Submit an Application for Graduation in your My Mav account.
- Register for the College of Engineering Commencement Ceremony.
- Complete all course requirements.
- Earn a 3.0 or better as your overall graduate GPA and GPA in your major.

### Graduation Checklist for Master's Thesis Option and PhD Dissertation Students:

- Check the Office of Records and Registration calendar for important deadlines for the semester in which you plan to graduate.  
<http://www.uta.edu/records/graduation/deadlines.php>
- Meet with your advisors to ensure that you will have met all departmental and university requirements for graduation this semester.
- Master's thesis students must be enrolled in BE 5698 in the semester they defend. Doctoral students must be enrolled in dissertation credit hours in the semester they defend (see the Academic Advisor for dissertation credit requirements).
- Submit an Application for Graduation to the Office of Records and Registration by deadline specified in the Office of Records and Registration calendar.  
<http://www.uta.edu/records/graduation/deadlines.php>
- Register for the College of Engineering Commencement Ceremony if you plan to participate in the ceremony this semester.
- Defend your thesis or dissertation. You must receive an "unconditional pass" from your committee in order to graduate.
- Submit a copy of the Final Master's Exam Report (Thesis Defense) or Dissertation Defense Report form to the Office of Records and Registration and to your academic advisor.
- Submit a copy of your thesis or dissertation to the Library for a mechanical check by the deadline specified in the Office of Records and Registration calendar. You must submit electronically via the Electronic Thesis and Dissertation (ETD) website at [www.etdadmin.com/uta](http://www.etdadmin.com/uta). Remember, you **can** submit your document for a mechanical check **before** you defend.
- Once your thesis or dissertation has been accepted by the ETD Coordinator, you must submit the Intellectual Property Statement to the UTA Central Library - Office B-10. PhD students must also submit the certificate of completion obtained after submitting the online Survey of Earned Doctorates.
- Complete all coursework and exam requirements.
- Earn a 3.0 or better as your overall graduate GPA and 3.0 GPA in your major.

For additional Thesis and Dissertation Information please visit <http://library.uta.edu/etd>

### After Graduation:

Please keep in touch with us. We would love to hear from you. One day you might even be featured in our alumni spotlight. Write to us at Bioengineering Department, Box 19138, 500 UTA Boulevard, Arlington, TX 76019-0138.

# Good luck to you in all your future endeavors!

## Important Contact Information

### GRADUATION CONTACTS

<b>RESPONSIBILITY</b>	<b>GRADUATION TEAM MEMBER</b>	<b>TEAM MEMBER'S EMAIL ADDRESS</b>	<b>TEAM MEMBER'S PHONE NUMBER</b>
Undergraduate Programs in the following: College of Business Administration; College of Education and Health Professions; College of Engineering; College of Liberal Arts; School of Social Work; University Advising Center	Harold Bryant	<a href="mailto:hbryant@uta.edu">hbryant@uta.edu</a>	817-272-2578
Undergraduate Programs in the following: School of Architecture; College of Nursing; College of Science; School of Urban and Public Affairs	Belinda Autman	<a href="mailto:bautman@uta.edu">bautman@uta.edu</a>	817-272-2577
Masters and Doctoral Programs in all Schools and Colleges	Ginger Dickens	<a href="mailto:dickens@uta.edu">dickens@uta.edu</a>	817-272-4308
Assistant Registrar with overall responsibility for the Graduation Team	Tammy Shoemaker	<a href="mailto:shoemaker@uta.edu">shoemaker@uta.edu</a>	817-272-0846