

GRADUATION APPLICATION FOR DOCTORAL DEGREE INSTRUCTIONS

Please keep for your records.

Rev. 09/2009

1. An approved Degree Plan must be on file with your Major department prior to completing an APPLICATION FOR DEGREE form. Review the graduation requirements as specified in the University Catalog under which you are graduating as indicated on your degree plan. **Note: the catalog under which you intend to graduate must not be older than 7 years from the anticipated date of graduation.**
2. Complete the top portion of the GRADATION APPLICATION FOR DOCTORAL DEGREE form (attached).
3. Payment:
 - a. After you turn in your application, the graduate office staff will post the fee of \$32 to your account. You may then pay this fee online or at payments and collections. Please allow one full business day for your fee to be posted.

OR

 - b. If you prefer not to wait to have your fee posted to your account, you may choose to pay your fee at Payments and Collections, Student Services Building, Room 1.145. In this case, please return the application along with your receipt to the Office of Graduate Studies.
4. Return the GRADUATION APPLICATION FOR DOCTORAL DEGREE form to the Office of Graduate Studies Administration, Bldg. Rm. 116. Applications SUBMITTED AFTER THE PUBLISHED DEADLINE WILL BE CONSIDERED LATE. (Late application will be processed in a timely manner, but there are no guarantees that your name will appear in the Commencement Program due to deadlines that must be met in order to have it printed on time).
5. It is your responsibility to know all the requirements for the degree you are seeking; you must successfully complete all the requirements that has been approved by your Department and specified on your Official Degree Plan.
6. Information concerning your Commencement ceremony, purchasing academic regalia and ordering invitations will be sent to you approximately 8 weeks before Commencement. If you do not receive this information, please contact the Office of Records and Registration at (956) 381-2734 or 381-2389



The University of Texas-Pan American
GRADUATION APPLICATION FOR DOCTORAL DEGREE

Name: _____ SID# _____
PLEASE PRINT: LAST FIRST MIDDLE

Your diploma will be mailed to your permanent address on file with the Registrar's Office. Please be sure to update your address on the web at assist.panam.edu (PIN required), or at the Registrar's Office, Student Services Bldg. 1.150. Your name will appear on your diploma as it appears on your official UTPA records.

Prospective Graduation Date:
May Jul Aug Dec 20 ____ Year

Student Signature _____ Date _____

Select One: [] BUA-PHD-BUSA [] EDU-EDD-EDUL

TO BE COMPLETED BY THE MAJOR DEPARTMENT:

COURSE REQUIREMENTS TO BE COMPLETED:

Table with 6 columns: Course, Grade, Term, Course, Grade, Term. Multiple rows for course entry.

EXAMINATIONS: (Major department must notify the Office of Graduate studies in writing when student has passed exams):

Date thesis was defended successfully: _____

Oral Comprehensive exam required? Yes [] No []

Date Passed: _____

Written Comprehensive exam(s) required: Yes [] No []

If required, list exam(s) and dates passed:

(International Business Major) Fluency in Foreign Language []

(if specific electives are required, please indicate course numbers)

THE FOLLOWING DEVIATIONS FROM THE CATALOG REQUIREMENTS HAVE BEEN APPROVED (IF NONE, PLEASE WRITE "NONE.") Note: Courses accepted from other institutions must be listed in this area; maximum of 18 hours.

Department Chair's Signature _____ Date _____ College Dean's Signature _____ Date _____

PAYMENTS AND COLLECTIONS ONLY: Graduation fee: \$32.00
RECEIPT NUMBER DATE CASHIER

For Students Only: Payment Method (Check One)

UTPA Account Pay at the Payments & Collections and bring the receipt to graduate office