Application for Graduate Degree

Instructions: Complete this form and submit it to the Registrar's Office, Graduation Division. Forms will be accepted in person, via US mail, or via fax.

Deadlines to apply are as follows:

Spring (May) - Nov 1st   Summer (August) - Feb 1st   Fall (December) - June 1st

All communications from the Registrar's Office, Graduation Division will be sent to your UMail account.

CANDIDATE INFORMATION   Student ID #: _____

Student Name:* _____

First   Middle   Last

*The name on your diploma will match your name on University records. Changes may be made through the Registrar's Office, Registration Division.

Upon degree completion your diploma will be sent to your mailing address in the Campus Information System thus it is imperative you keep it updated.

DEGREE INFORMATION

Expected Graduation Term:

Spring (May) 20____   Summer (August) 20____   Fall (December) 20____

Degree Type: ☐ MA ☐ MS ☐ MBA ☐ MSW ☐ M. Ed ☐ ME ☐ PhD ☐ Other _____

Major: _____

I certify that the information above is correct, to the best of my knowledge. I understand that should my expected graduation date change, it is my responsibility to inform the Registrar's Office, Graduation Division and my department prior to the end of my completion term.

Student Signature: _____ **Date:** _____

FOR REGISTRAR'S OFFICE USE ONLY

Entered: _____ **Posted:** _____

Notes: _____

Instructions for Graduate Degree Application:

1. Submit all required documents and information to the appropriate graduate office including, but not limited to, the following:
   - Request for Supervisory Committee
   - Candidacy/Qualifying Examination
2. Ensure your major and degree are listed correctly in the Campus Information System.
3. Inform your advisor that you intend to apply for graduation with the Registrar's Office. Review the courses and non-course requirements (e.g. Comprehensive Exam, Thesis, etc.) needed to satisfy your degree.
4. Complete the Application for Graduate Degree.
5. Submit this application to the Registrar's Office, Graduation Division, Window 15. Picture ID is required to hand in your completed application, however a faxed or mailed application is acceptable.
6. Verify that any transfer work has been posted to your academic record prior to the last day of the term in which you have applied to graduate.
7. Review your transcript to make sure all coursework has been completed. If any I or T grades remain, contact the instructor of each course to ensure a grade change is submitted prior to your final semester.
8. Ensure you have submitted all required documentation to the appropriate graduate office such as:
   - Comprehensive Exam and/or Language Verification (if required)
   - Non-Thesis or Thesis Final Exam.
   - Submission of defended manuscript for format approval
   - Submission of final 3 copies for thesis release
9. Login to the Campus Information System (CIS) at gate.acs.utah.edu to verify your mailing address as this is where your diploma will be sent. It is your responsibility to keep this information up-to-date.
10. Check your UMail account for updates and information regarding progress toward your degree. All official communication from the University is sent via UMail.

TERM	DEADLINE TO APPLY
Fall Semester (December)	June 1
Spring Semester (May)	November 1
Summer Semester (August)	February 1

*Applications will not be accepted more than one year in advance.

Diplomas will be mailed directly to graduates within 90 days after graduation, provided that ALL GRADUATION REQUIREMENTS HAVE BEEN MET. It is your responsibility to work with your department and the appropriate graduate school to ensure that you have met all of the graduation requirements.

If you have any questions concerning your graduation application, please contact the Graduation Division at graduation@sa.utah.edu. Questions regarding policies, procedures, or requirements should be directed to your department or the appropriate graduate office.

It is your responsibility to inform the Registrar's Office, Graduation Division if you will not complete your requirements during the semester you have applied to graduate.

You can be charged with a violation of the Student Code if you forge signatures, alter, or misuse University documents.