Graduation

Graduation Dates

Degrees are awarded at the end of each Fall, Spring, and Summer semester. All degree requirements must be completed on or before the end of the term. Commencement ceremonies are held in December and May at the end of the Fall and Spring semesters. With the exception of doctoral students, students who graduate at the end of the Summer Semester may participate in either the May or the December commencement ceremony. Doctoral students may participate in the December Commencement ceremony.

Doctoral students may participate in commencement ceremonies only after completing all requirements for graduation, including the successful defense of the dissertation and subsequent acknowledgement by the Graduate School of all required documentation. Specifically, a doctoral student intending to graduate in the Summer Term and who has not completed the successful defense of the dissertation and filed the appropriate documentation with the Graduate School may not participate in the Spring commencement ceremony. Summer Term graduates are welcome to participate in the December commencement ceremony following their Summer Term graduation.

Information regarding Graduation and Commencement is available on the Office of the Registrar Web site (http://utsa.edu/registrar).

Applying for the Degree

It is the student’s responsibility to officially apply for his or her degree by submitting an Application for Graduation online through ASAP (https://asap.utsa.edu). Students must read and follow instructions carefully to ensure the application is accurate and successfully submitted. When the application has been accepted, students receive a confirmation number. Students having problems submitting the application should contact Graduation Coordination at graduationcoordination@utsa.edu.

While enrolled at UTSA, students who attend other colleges or universities are required to submit official academic transcripts to Graduate Admissions from every college or university attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn. This includes concurrent enrollment while attending UTSA. Failure to do so may result in the rejection of the graduation application, cancellation of enrollment, permanent dismissal from UTSA, or other appropriate disciplinary action.

The following are deadlines for submitting an application for graduation. Dates are for the semester in which the student expects to graduate:

• September 15 for the Fall Semester
• February 15 for the Spring Semester
• June 15 for the Summer Semester
  • Summer candidates wishing to participate in the May ceremony must apply by February 15.

Students who apply for the degree in a given semester but do not fulfill all requirements must file a new Application for Graduation online through ASAP on or before the appropriate deadline for the next semester in which they intend to graduate.

A student who completes all degree requirements but fails to apply for the degree may obtain a Letter of Degree Awarded from Graduation Coordination after the close of the semester in which all degree requirements are met.

Students who receive services from the University, including faculty supervision, during the semester in which they have applied to graduate must be enrolled for that semester.

Applying for a Graduate Certificate

It is the student’s responsibility to apply for his or her certificate by submitting a completed Application for Graduate Certificate to the Enrollment Services Center no later than September 15 for the Fall Semester, February 15 for the Spring Semester, or June 15 for the Summer Semester (see UTSA Graduate Catalog). The application of any student applying for a certificate after the established deadlines will be processed the following semester. The application form is located on the Office of the Registrar Web site (http://utsa.edu/registrar/forms.html#graduation). Students with questions about the application should contact Graduation Coordination at graduationcoordination@utsa.edu.