

GRADUATION

Graduation Dates

Degrees are awarded at the end of each Fall, Spring, and Summer semester. Commencement ceremonies are held in December and May at the end of the Fall and Spring semesters. Undergraduate students who graduate at the end of the Summer Semester may participate in either the May or the December commencement ceremony.

Information regarding Graduation and Commencement is available on the One Stop Enrollment website (<https://onestop.utsa.edu/graduation/>).

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 have earned at least 85 semester credit hours to apply online for graduation. 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 are required to submit official academic transcripts to the Office of Admissions from every college attended at the end of the semester during which coursework was undertaken, even if courses have been withdrawn.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:

- July 15 for Fall Semester graduation
- November 15 for Spring Semester graduation
- June 15 for Summer Semester graduation
 - Summer candidates wishing to participate in the May ceremony must apply by February 15.

Students applying to graduate with multiple degrees, majors, concentrations, and/or minors may not apply online; they must download and complete the application from the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>), then submit the completed application via email to graduationcoordination@utsa.edu or by uploading through the Document Uploader (<https://uploader.it.utsa.edu/>).

The student's assigned academic advisor is responsible for auditing the student's degree plan. Students must apply one semester prior to the intended graduation semester to ensure that all degree requirements are met. Students should contact his or her assigned academic advisor for more information.

If all University-wide and degree program requirements have been satisfied, an undergraduate student is not required to be registered for classes during the semester in which they apply for graduation.

If requested by a student, a Letter of Degree Completion is prepared by the student's assigned academic advisor after the close of the End of Term date of the semester in which all degree requirements have been met.

Degrees are posted to transcripts within 30 days of the End of Term date for the semester of graduation and diplomas are mailed within 60 days of the End of Term.

Degree Verification

Graduation verification is a two-step process.

1. The student's assigned academic advisor does a preliminary verification. The student is responsible for completing all coursework and submitting any or all of the following to his or her academic advisor **by the end of the term** (see the Academic Calendar for End of Term dates) in which graduation is expected:
 - Outstanding transcripts
 - CLEP, AP, and IB credit
 - Petitions or substitutions
 - Change of major/minor
 - Change of catalog
2. A final degree verification occurs once all grades are posted for the graduation semester; the degree plan is reviewed by the student's assigned academic advisor once again and the college Dean authorizes the certification for graduation.

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

Applying for a Certificate

It is the student's responsibility to apply for the certificate by submitting a completed **Application for Undergraduate Certificate** via email to graduationcoordination@utsa.edu or by uploading through the Document Uploader (<https://uploader.it.utsa.edu/>) no later than September 15 for the Fall Semester, February 15 for the Spring Semester, or June 15 for the Summer Semester. The application form is located on the One Stop Enrollment website (<https://onestop.utsa.edu/forms/registrar/>). Students with questions about the application should contact Graduation Coordination at graduationcoordination@utsa.edu.

Graduation with University Latin Honors

See the current issue of *UTSA Student Policies* for Graduation with University Latin Honors criteria.