



THE UNIVERSITY OF TEXAS AT BROWNSVILLE

and

TEXAS SOUTHMOST COLLEGE

Office of Graduate Studies • (956)882-6552 • 1-800-860-0287 • Fax: (956) 882-7279 • graduate.school@utb.edu

GRADUATION APPLICATION – MASTER'S DEGREE

GRADUATION APPLICATION DEADLINES:
FALL: Sept. 1 SPRING: Feb 1 SUMMER: May 1

Graduation Application Fee – \$25
Comprehensive Exam Application Fee – \$50
(Note: Comprehensive Exam not required for MBA, MSN and/or MPPM students.)

Please Print
Name: _____ I.D. # _____

Applying for (check one)

[] M.A [] M.A.I.S. [] M.Ed. [] M.S. [] M.M. [] M.S.I.S [] M.B.A. [] M.S.N. [] MPPM [] Certificate

Graduation Date (check one) [] May [] August [] December 20 _____

My name should appear on my diploma as: _____

Mailing Address: _____
Street or Box # City State Zip Code

Telephone Numbers: Home (____) _____ Work (____) _____ Cell (____) _____

E-Mail Address: _____

As graduate faculty advisor, I approve this student's application for graduation. I also agree to form this student's comprehensive exam committee and advise this student for preparation for the exam, if applicable.

Faculty Advisor's Signature: _____ Date: _____

Student Signature _____ Date: _____

REMINDERS:

- If you have not completed a program of study, please visit your graduate advisor. Your program of study must be on file in the Graduate Studies Office for you to be cleared for graduation.
• If you do not complete all requirements for graduation on the above date, please contact the Graduate Studies Office to transfer your application to the following graduation date before the next application deadline. (Transfer Fee: \$5.00)

BUSINESS OFFICE USE ONLY

GRADUATION FEE:

Receipt Number: _____ Receipt Date: _____ Cashier Initials: _____

COMPREHENSIVE EXAMINATION FEE:

Receipt Number: _____ Receipt Date: _____ Cashier Initials: _____

Attention Students: The graduation fee does not include invitations, cap or gown. These items may be purchased at the campus Bookstore.

ADMISSION TO DEGREE CANDIDACY

Admission to a graduate program does not designate a student as a candidate for the graduate degree. Candidacy may be achieved only when students have completed a planned Program of Study, have met academic standards of the graduate program and the major department and have satisfied financial obligations to the university. Degrees are not awarded automatically upon completion of scholastic requirements. To be considered as a candidate for a degree, a student must file the appropriate application with the Graduate Studies Office.

CATALOG APPLICABILITY AND TIME LIMITS

A student will be governed by the Graduate Catalog in effect at the time of official notification of admission to graduate studies or may choose to graduate following the requirements of the most current catalog. Should a graduate student fail to enroll for a full calendar year, the catalog requirements in effect at the time of readmission will apply. State of Texas regulations with regards to certification programs taken as part of a graduate program do not supersede university graduate degree program requirements.

Students must complete all graduate work for a degree within seven years of the time of their first graduate course registration.. Graduate courses more than seven years old will not be accepted for credit toward a degree program. Students who have compelling reasons for interruption of their graduate programs may petition the Dean of Graduate Studies for an extension of the time limit.

COMPREHENSIVE EXAMINATIONS

Some programs require a comprehensive examination. The purpose of the comprehensive exam is to evaluate the student's mastery of the field(s) of study. The method and procedure for examination must be specified on the student's program of study. The comprehensive exam may not be scheduled prior to the student's final semester of coursework. The application for the comprehensive exam must be submitted by the student through the Graduate Studies Office by the published due date. An applicant must pay the required \$50 fee at the Business Office.

The academic department prepares, administers and grades the comprehensive exam. The Office of Graduate Studies notifies students of the exam, and informs exam takers of the results.

The result of the comprehensive examination will be one of the following:

PASS with a recommendation that the candidate be cleared to receive degree

FAIL stipulating the conditions that must be met before the candidate is eligible to take the exam the second time. The comprehensive exam may not be taken more than two times. A review period of not less than ninety (90) days nor more than one (1) year after the student is notified of the results of the first examination is required before a second exam may be completed. Conditions for a second exam may be imposed by the faculty advisor or Department Chair.

FAIL with a recommendation that the candidate be dismissed from the program

GRADUATION REQUIREMENTS

Students must complete all university and program requirements to receive a graduate degree. Grades in courses offered for the Master's degree must average B (3.0) overall. Prospective graduates must have the required 3.0 cumulative GPA (3.0=B on a 4.0 scale) and all grades of "I" must be reported. Students earning a master's degree must submit a Graduation Application. An applicant must pay the required \$25 fee at the Business Office. Students are advised to speak with their Graduate Advisors before submitting the required applications. Once the appropriate paperwork has been submitted to the Graduate Studies Office, students will be notified in writing regarding their eligibility.

SECOND MASTER'S DEGREE

A maximum of nine semester hours taken for one master's degree may be counted toward a second master's degree with the approval of the department in which the second master's degree is sought. Courses more than seven years old will not be accepted for credit toward a degree program.