

GRADUATION APPLICATION FOR MASTER DEGREE INSTRUCTIONS

Please keep for your records.

Rev. 04/2011

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 GRADUATION APPLICATION FOR MASTER DEGREE form (attached). **Note: A student may earn only one degree at a time.** He/she may have more than one Major, but will have to select a Primary Major so that the one degree may be awarded.
3. Complete the top portion only on the application and return the form to the Office of Graduate Studies Marialice Shary Shivers 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).
4. Payment: After you turn in your application, the Office of Graduate Studies will post the fee of \$32 to your online account. Please allow one full business day for your fee to be posted.
5. It is your responsibility to know all the requirements for the degree you are seeking:
 - a. You must successfully complete all the requirements that has been approved by your Major Department and specified on your Official Degree Plan.
 - b. A student who chooses to pursue the Thesis Option should consult with the Graduate Advisor in their Major Department for specific procedures that must be followed. In order to have the title of your thesis printed in the Commencement program, it must be approved prior to printing deadlines, which are approximately eight weeks before graduation.
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) 665-2734 or 665-2389.
7. Contact Information
You may deliver this signed form to the Office of Graduate Studies, fax it, or email it as an attachment to aanguiano@utpa.edu.

Office of Graduate Studies
1201 W. University Drive,
Marialice Shary Shivers Bldg. 116
Edinburg, TX 78539
Ph: (956) 665-3661 Fax: (956) 665-2863

Dear Graduate,

If you are applying for Summer graduation, please be aware that there are two certification periods.

If you will be finished with your degree requirements by the end of the regular Summer I session, your degree will be certified in July. If you will finish your requirements at the end of the extended 10-week summer session or the regular Summer II session, your degree will be certified in August.

Graduates from both certification periods participate in the commencement ceremony held in August.

Thanks,

Office of Graduate Studies



The University of Texas-Pan American
GRADUATION APPLICATION FOR MASTER'S 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:
____ 20____
May Jul Aug Dec Year

Student Signature _____ Date _____

Major (select appropriate code below)

- ____ - ____

ARTS AND HUMANITIES	
AH-MFA-ART	Art
AH-MFA-CREW	Creative Writing
AH-MA-ENGL	English
AH-MA-ENSL	English as a Second Language
AH-MA-HIST	History
AH-MAIS-INTS	Interdisciplinary Studies
AH-MM-MUSI	Music
AH-MA-SPAN	Spanish
AH-MA-COMM	Communications
AH-MA-THEA	Theatre

BUSINESS	
BA-MACC-ACCT	Accountancy
BA-MSA-ACCT	Accounting (combined with BBA in Accounting)
BA-MBA-BUSA	Business Administration

EDUCATION	
ED-MED-COUG	Counseling and Guidance
ED-MED-EDUA	Educational Administration
ED-MED-EDUD	Educational Diagnostician
ED-MED-EACH	Early Childhood
ED-MED-ELEE	Elementary Education

EDUCATION	
ED-MED-EEBB	Elementary Education - Bilingual
ED-MED-GIFE	Gifted Education
ED-MS-KINE	Kinesiology
ED-MED-READ	Reading
ED-MA-SCHP	School Psychology
ED-MED-SECE	Secondary Education
ED-MED-SCCL	Special Education for the Culturally & Linguistically Diverse Learner

HEALTH SCIENCE & HUMAN SERVICES	
HS-MSN-ADHN	Adult Health Nursing
HS-MS-COSD	Communication Disorders
HS-MSN-FANP	Family Nurse Practitioner
HS-MS-OCCT	Occupational Therapy
HS-MS-REHC	Rehabilitation Counseling
HS-MSSW-SOCW	Social Work
HS-MPAS-PHAS	Physician Assistant Studies

ENGINEERING & COMPUTER SCIENCE	
EC-MS-CSCI	Computer Science
EC-MS-ENGM	Engineering Management
EC-MSE-ELEC	Electrical Concentration
EC-MSE-MANC	Manufacturing Concentration
EC-MSE-MECC	Mechanical Concentration
EC-MSIT-INFT	Information Technology

SCIENCE & MATHEMATICS	
SM-MS-BIOL	Biology
SM-MS-CHEM	Chemistry
SM-MS-MATS	Mathematical Science
SM-MSIS-INTS	Interdisciplinary Studies

SOCIAL AND BEHAVIORAL SCIENCE	
SB-MA-CLPS	Clinical Psychology
SB-MSJC-CRIJ	Criminal Justice
SB-MA-EXPS	Experimental Psychology
SB-MAIS-INTS	Interdisciplinary Studies
SB-MPA-PUBA	Public Administration
SB-MS-SOCI	Sociology

FOR MAJOR DEPARTMENT USE ONLY:

The following course requirements need to be completed:
(if specific electives are required, please indicate course number)

The following deviations from the catalog requirements have been approved:

Note: Course accepted from other institutions must be listed in this area; maximum of 9 hours

Department Chair's Signature _____ Date _____

College Dean's Signature _____ Date _____

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

Thesis route? Yes ☐ No ☐

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: _____

Graduation fee: \$32.00

The graduation fee of \$32.00 will be posted to your online account upon receipt of your signed application.