



APPLICATION FOR BACHELOR'S DEGREE

Please Type or PRINT LEGIBLY

Applicant's Name (must match official University records on Goldmine – your official name will be printed in the program, The Prospector, on the Commencement reader card and **YOUR DIPLOMA**):

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Last First Middle

UTEP ID#

Diploma Mailing Address (your diploma will be mailed to this address).

Number & Street / P.O. Box City State ZIP Country (if NOT USA)
Change my Mailing address in Banner/GoldMine to the one above.

Telephone: Email:

IMPORTANT: If you have the "confidential" indicator on your records, we will **NOT** publish your name in the official UTEP Commencement program nor release your name to external media outlets. Furthermore, your college may not include your name in any pre-commencement materials nor include your picture and/or name in any department/college websites. If you want your picture and/or name included in ALL of these, please come to Registration & Records to release the "confidential" indicator from your records.

The name as it appears on the official university record will be used for the commencement ceremony, publications and diploma. Please ensure that the name we have in our records is what you want printed on your diploma. You must complete and turn in a Name or Social Security Number Change Form in order to change your name if it is incorrect (see our website for details). Example: Your last name has your father's name and your mother's maiden name but only one is in the system. If you want your "full name" on your diploma then it must be in our records. This would also apply to any numbering or seniority (II, Sr., etc.). The only modification to the official name without such a name change would be in the case of accents (é, ñ, ö etc.) or middle initials in place of full middle name.

Texas residents graduating with no more than 3 hours over the minimum required for a degree may qualify for a \$1,000 Tuition Rebate. Please see reverse or come to Registration and Records to determine initial eligibility.

Expected Graduation Date (select semester AND indicate year):

<input type="checkbox"/> Fall 20 _____ December conferral <input type="checkbox"/> I will walk in December ceremony <input type="checkbox"/> I will not attend commencement	<input type="checkbox"/> Spring 20 _____ May conferral <input type="checkbox"/> I will walk in May ceremony <input type="checkbox"/> I will not attend commencement	<input type="checkbox"/> Summer 20 _____ July conferral <input type="checkbox"/> I will walk in May ceremony <input type="checkbox"/> I will walk in December ceremony <input type="checkbox"/> I will not attend commencement ** SEE REVERSE FOR LIMITATIONS **
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Applicant's Signature: Date Signed:

Section to be completed by your college Dean

USE BANNER CODES ONLY for Program, Major(s), Minor(s), and Concentration(s). All applicable fields are required.

Program Code:

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Degree Plan Catalog Term:

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Major 1:

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Minor 1:

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Conc. 1:

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Major 2:

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Minor 2:

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Conc. 2:

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Major 3:

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Minor 3:

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Conc. 3:

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Approved by Dean: This student is a candidate for the degree and date indicated. All degree and major information on this application and SGASTDN are identical and are correct.

College of: Dean's Signature: Date Signed:

R&R (REV. 04/15)
UTEPUC (all)

Processed By

Fee Processor:

Instructions:

1. Refer to the calendar in the current Schedule of Classes for the graduation application submission deadlines for:
 - a. On-time submission - **\$35.00 fee**
 - b. Late submission - **\$50.00 fee**
 - c. The last date for name to appear in Commencement Program - **\$50.00 fee**

Graduation applications submitted after this date will be processed, but your name will NOT appear in the Commencement Program because of printing time constraints.
2. Take your completed Application for Bachelor's Degree to your college Dean's office for approval.
3. Your college will send your application to Registration & Records for processing.
4. Registration & Records will post applicable charges to your account.
5. **Your application for graduation is not complete or official until all of the above steps are completed.**
6. If you do not graduate on the conferral date selected on this form you will be required to resubmit a graduation application. Your previous diploma fee is not refundable. It will be applied to the new application when you submit it.
7. If you have the "confidential" indicator on your records, your name will not be printed in the official Commencement program nor be released to the Prospector. To remove the "confidential" indicator from your records, go to the Registration and Records Office, Mike Loya Academic Services Building Room 107, in time to ensure your inclusion in those printed documents.

Tuition Rebate Program

The purpose of this program is to provide a financial incentive for you to complete a bachelor's degree with as few courses outside the degree plan as possible. The program's goal is minimizing the number of courses you take saving save money for you, your parents and the State of Texas.

Eligibility requirements include:

First college course must be taken in Fall 1997 or later;

Student must have been a Texas resident at all times while pursuing the degree;

Student must have been entitled to pay in-state tuition at all times while pursuing the degree; and

Student must not have graduated yet.

Key eligibility requirements:

Students qualify for the \$1,000 rebate if they have attempted no more than three semester credit hours in excess of the minimum number of hours required for their degree. For example, a student who completes a bachelor's degree that requires 120 credit hours with no more than 123 credits attempted may qualify for this rebate. Students who were admitted for the first time in fall 2005 or later must also graduate in a timely manner to earn the tuition rebate. According to the most recent revision of the rebate program, a student who wants to receive the rebate must graduate within four calendar years for a four-year degree program or within five calendar years "if the degree is in architecture, engineering or any other program determined by the Board to require more than four years to complete." Currently the Board has not identified any other five-year degree programs.

You may access an application at:

<http://academics.utep.edu/LinkClick.aspx?link=Office+Forms%2fTuition+Rebate+Checklist.pdf&tabid=8910&mid=126130>

or at Registration & Records>Student Forms.

Limitations for Summer Candidates Participating in the May Commencement Ceremony

Summer candidates may participate in the May commencement ceremony if the degree can be completed during the summer session. Summer candidates names will not appear in the May program. Summer candidates who do not participate in May commencement may participate in December commencement. Summer graduates' names will only appear in the December program. Summer candidates participating in May commencement must complete the application process by the published deadline for May graduation. The paid graduation application form will be collected by the Student Business Services Office for processing by the Registration and Records Office

Posting Award to Transcript

Following submission of grades by the faculty, departments, and advisors, your College Dean will do a final audit of your academic records to ensure that you've met all degree requirements. The Registration and Records office will receive confirmation of graduates from the College Deans in approximately four to six weeks, at which time your degree will be posted on your transcript. To congratulate you on the attainment of your degree, you will be given one complimentary UTEP transcript (official) showing the awarded degree by the Registration and Records Office. The complimentary copy can be picked up at Registration and Records or mailed to you on request. Complimentary transcripts **will not** be mailed to third parties.

Receipt of Your Diploma

You will receive your original diploma about **twelve weeks** from graduation by mail. It is extremely important that your **MAILING** address be correct in our system. You may also want to ensure that you do not have holds that will delay your diploma. The most common holds that effect graduation and diplomas are "Balance Due" and "Exit/Default". Contact Student Business Services at 747-5116 for information on the balance due hold. Go to http://www.nslds.ed.gov/nslds_SA/SaEcWelcome.do to take care of the exit/default hold.

Diploma Replacement & Mailing Fees:

Information about replacing a diploma is available on the *Diploma Replacement Request* form. The form is available at the Registration & Records office, MLASB 107, or call (915)747-5544, during their regular office hours of Monday – Friday, 8:00 a.m. – 6:00 p.m.

The form is also available online at Registration & Records>Student Forms.

Collection of Personal Information Notice

With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.