

Undergraduate Student Graduation Procedures

This page contains important information regarding all that must be done so that you can graduate. If you still have questions about graduation after you have read this page please call Kayla Ridgway (432) 552-2643.

Getting the Required Paperwork

- Graduation Application
 - 1. Fill out the application.
 - 2. Take the application to the Office of Accounting and pay the \$25 graduation fee.
 - 3. Return the white copy to the Registrar's Office and take the yellow copy and the degree check worksheet to your advisor.
 - **Students graduating from the School of Business should take the yellow copy and the degree check worksheet to Megan Caudle, MB 2212.**

- Photographic Consent Form, Tuition Rebate Questionnaire, and Ethnic/Race Form—Fill out the forms and return them to the Registrar's Office.

Applying to Graduate

To apply for Fall 2009 graduation, all paperwork must be turned in by **October 2nd, 2009**.

Registering In-Absentia

All students who are graduating must be registered at UTPB during the semester they intend to graduate. If all UTPB course work has been completed, the applicant must be registered In-Absentia.

Sending all Transcripts

If you are taking a course at another institution this semester you will need to request that an official transcript be sent immediately upon completion. Your diploma will not be released until an official transcript showing the successful completion of that course has been received the Office of the Registrar.

We must receive your transcripts within 4 weeks after the graduation date or you will need to reapply for the next semester's graduation and register in-absentia if you are not enrolled in classes at UTPB.

Clearing Your Holds

Students who have overdue library books or an overdue financial obligation to the university cannot receive a diploma.

Further details concerning the commencement ceremony will be mailed at a later date.

The Department of Education has issued new reporting requirements for Ethnicity and Race. Please answer the questions below to re-classify yourself under the new guidelines. Thank you.

Name: _____

Student ID: _____

Signature: _____

Question 1: Please indicate which of the following ethnic/race categories apply to you.

_____ Hispanic or Latino

_____ NOT Hispanic or Latino, (choose one or more of the ethnic/racial categories in Question 2)

_____ NOT Hispanic or Latino, and Unknown or Other Not Listed

Question 2: Please select the ethnic/racial category or categories with which you most closely identify.
Check as many as apply.

_____ American Indian or Alaskan Native

_____ Asian

_____ Black or African American

_____ Hawaiian or Pacific Islander

_____ White

The University of Texas of the Permian Basin

Graduation Application

Please print the following information for diploma and graduation purposes:

Student ID # _____ Semester _____ Year _____

Print Full Name _____
First Middle Last

Degree Sought (Circle one): BA BAAS BBA BFA BS BSW
MA MBA MPA(acct) MPA(lead) MS

NOTE: Only the first choice of major with appropriate degree will be printed on the diploma if you earned a double major. Both majors will be printed on the transcript.

Major _____ 2nd Major (if any) _____

Minor _____ Advisor _____

Phone _____ Email _____

Current Address _____
Street Address City State Zip Code

Permanent Address _____
Street Address City State Zip Code

Did either of your parents (or legal guardian) graduate from college? _____ Yes _____ No

Completion of this form does not insure that you will graduate. It is the student's responsibility to check with your academic advisor to make certain all degree requirements have been met. The student is also responsible for having all supplementary transcripts from other colleges or universities submitted to the Registrar's Office prior to graduation. If your transcript from another school has not been received within 4 weeks after the graduation date, you will need to reapply for the next semester's graduation and register in-absentia if you are not enrolled in classes at UTPB.

Neither the application for graduation nor the graduation application fee may be applied toward a future semester. If you do not complete the graduation requirements this semester, you must reapply for graduation by completing another graduation application and paying the graduation fee for the semester in which you intend to graduate.

I UNDERSTAND THAT I MUST COMPLETE ALL GRADUATION REQUIREMENTS BEFORE A DEGREE CAN BE AWARDED.

Student's Signature _____ Date _____

REGISTRAR'S OFFICE USE ONLY

2nd Bac. Degree Yes _____ GPA _____ Honors _____

Approved to Graduate: Yes _____ No _____ Registrar's Signature _____

Office of Accounting – Paid Stamp

_____ Data Entry

_____ 1st Letter

_____ 2nd Letter

_____ Not Graduating

**UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
UNDERGRADUATE DEGREE CHECK**

NAME _____ ID# _____

TELEPHONE #: HOME _____ WORK _____ EMAIL _____

MAJOR _____ (2ND MAJOR) _____ MINOR _____

ARE ALL TRANSCRIPTS ON FILE AT UTPB _____ YES _____ NO IF NOT, EXPLAIN: _____

List courses student is currently enrolled in – include “I” grades being completed this semester and courses being completed at another school. (List course prefix and course number.)

UTPB _____ # Hrs. _____

“I” grades being completed at UTPB _____ # Hrs. _____

Other school(s) _____ # Hrs. _____

UNIVERSITY REQUIREMENTS

- _____ 1. Filed application for graduation and paid diploma fee.
- _____ 2. Completed General Education requirements with a 2.0 average or better in all general education courses.
- _____ 3. Completed total number of semester hours established for the degree program. (See appropriate catalog.)

			lower level	upper level	total
a. Transfer hours	_____	Transfer hours counting toward degree	_____	_____	_____
b. UTPB hours	_____	UTPB hours counting toward degree	_____	_____	_____
c. Hours in progress	_____	>>>	_____	_____	_____

TOTAL _____ **TOTAL** _____

- _____ 4. At least 54 semester hours at the upper level unless specified for individual major. (See appropriate catalog.)
- _____ 5. Minimum of 30 semester hours completed at UTPB: at least 6 must be advanced credits in the major field.
- _____ 6. 24 of last 30 hours must be completed at UTPB
- _____ 7. Six hours in American History (3hours – Texas History may be substituted)
- _____ 8. Six hours in American government (including federal and Texas Constitutions)
- _____ 9. A 2.0 cumulative average or better in all courses applicable toward the degree. (See appropriate catalog.) _____ Catalog Year

ACADEMIC PROGRAM REQUIREMENTS

_____ Bachelor of Art _____ Bachelor of Fine Arts _____ Bachelor of Science _____ Bachelor of Business Administration _____ Bachelor of Social Work

_____ 1. *1st MAJOR:* Minimum of 24 hours (generally a minimum of 30 hours is required in each Major – see appropriate catalog)
18 must be upper level and at least 6 taken at UTPB

Hours in Major: _____ lower level + _____ upper level + _____ in progress = _____

_____ 2. *2nd MAJOR:* For those completing a Double Major with no Minor

Hours in Major: _____ lower level + _____ upper level + _____ in progress = _____

_____ 3. *MINOR:* Minimum of 18 hours; 9 – 12 must be upper level. (See appropriate catalog for specific minor requirements.)

Hours in Minor: _____ lower level + _____ upper level + _____ in progress = _____

OTHER REQUIREMENTS: List & check if any additional requirements are needed.

_____ 4. _____

_____ 5. _____

Bachelor of Business Administration

- _____ 1. Completion of Junior Candidacy requirements.
- _____ 2. Completion of remaining lower level course requirements.
- _____ 3. Completion of at least 50 % of business courses at UTPB (admission Fall 2004 or later).
- _____ 4. Completion of Major: ACCT – 21 ; FINA – 18 ; MNGT and MRKT – 18
- _____ 5. Completion of electives – 9 hours in MNGT or MRKT; 6 in FINA or ACCT (all hours must be from School of Business disciplines).
- _____ 6. 30 Upper level hours in Business taken at UTPB

Bachelor of Social Work

- _____ 1. GPA 2.5 for all courses completed at UTPB
- _____ 2. Overall GPA of at least 2.5 in all courses counting towards the degree

Major Advisor Date

Department Chair Date

2nd Major Advisor Date

Department Chair Date

THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN

PHOTOGRAPHIC CONSENT AND RELEASE FORM

I hereby authorize The University of Texas of the Permian Basin (University), and those acting pursuant to its authority to:

- (a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other medium.
- (b) Use my name in connection with these recordings.
- (c) Use, reproduce, exhibit or distribute in any medium (e.g. print publications, video tapes, CD-ROM, Internet/WWW) these recordings for any purpose that the University, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts.

I release the University and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of the University. I have read and fully understand the terms of this release.

Name: _____

Address: _____
Street

City State Zip

Home Phone: _____ Day Time Phone: _____

Signature: _____ Date: _____

Parent/Guardian Signature (if under 18): _____ Date: _____

Attention: Graduating Seniors

You may qualify for a tuition rebate.

To qualify you must be an individual who:

1. Took your first college course in Fall 1997 or later.
2. Is a Texas resident.
3. Has taken all coursework at Texas public institutions of higher education.
4. Has been entitled to pay in-state tuition at all times while pursuing your degree.
5. Completed your degree in 4 calendar years.

Key eligibility requirements

Students qualify for the \$1,000 rebate if they have attempted no more than three (3) 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 in 123 hours or less may qualify for this rebate.

Credits that count towards your total hours attempted

Attempted hours include **every** course for which the student has registered, as of the official Census Date, in every semester, including:

- Developmental courses
- Repeated courses
- Courses from which the student withdraws
- All credit earned by examination. Credit earned on the basis of AP courses, CLEP or credit granted for high SAT or ACT scores
 - However the first nine hours of credit earned by examination does not count as hours attempted.
- Dual credit courses-courses taken in high school for both high school and college credit

For additional information regarding tuition rebate go to:

www.collegeforalltexas.com

If you believe that you qualify for the tuition rebate please fill out the information below and return this form to the Registrar's Office MB 1231.

Name _____ Major _____

Student ID # _____ Phone # _____

Street address _____

City, State, Zip _____

Signature _____

All inquiries that are taken will be subject to further research. Final decision is determined by the rules specified in Texas Education Code 54.00065