

TEXAS SOUTHERN UNIVERSITY
Houston, TX

GRADUATE SCHOOL OFFICE
HANNAH HALL 201

Candidate for Graduation for the **DECEMBER 2017** Commencement must file a formal application for graduation on or before **Friday, September 22, 2017**.

TO FILE AN APPLICATION FOR GRADUATION

- A. Fill in the application **completely** and take it to **your** program/major Advisor, Department Chair, Graduate Program Coordinator, Dean, or, any authorized representative for signature
DO NOT DETACH PAGES FROM THE APPLICATION AND COMPLETE ALL PARTS AND PAGES OF THE APPLICATION.
Incomplete applications will NOT be processed.
- B. **Get Financial Aid Approval.** All applicants are required to get a signed approval from the Financial Aid Office. If you are a Financial Aid recipient you must complete the **Financial Aid Exit Interview** prior to getting Financial Aid approval.
- C. **Pay Graduation Fees.** (Business Office, Bell Building Basement)
- D. Return the **application for graduation along with the receipt** to the Graduate School for approval and processing.
- E. *Candidates for graduation required to submit a thesis/dissertation as part of their degree requirements **MUST submit electronic copies of their thesis/dissertation via the online submission portal with final submission by the due date as noted on the last page of this application. Online submission of thesis/dissertation is a mandatory requirement for graduation.***
- F. *Caps, Gown, and Invitations should be secured from the University Bookstore. Check the Bookstore immediately for deadline dates.*

GRADUATION FEES:

Degree Program	Diploma Fee	Processing Fee	Total
Doctoral	\$ 50.00	\$ 25.00	\$ 75.00
Masters (with Thesis)	\$ 50.00	\$ 15.00	\$ 65.00
Masters (non-Thesis)	\$ 50.00	N/A	\$ 50.00

NOTE: **IF YOU DO NOT COMPLETE ALL REQUIREMENTS FOR GRADUATION THIS SEMESTER, YOU MUST RE-APPLY FOR GRADUATION AND PAY THE APPLICATION FEE AGAIN.**

COLOR FOR COLLAR (HOOD)					
<i>According to degree not academic major</i>					
Arts (all MA)	White	Science (all MS)	Yellow	Education	Light Blue
Business	Brown	Urban Planning	Blue Violet	Philosophy	Dark Blue
Music	Pink	Pharmacy	Olive	Public Administration	Peacock Blue

APPLICATION FOR GRADUATION (Complete Entire Form and All Pages)

Date _____, 20 _____

To the Dean of the Graduate School

I hereby apply for graduation in **December 2017** _____ **DEADLINE – Friday, September 22, 2017**

I am a candidate for the _____ degree with a major in _____
(Degree Expected)

and a minor in _____. At the beginning of this semester, I had earned _____ semester

hours of graduate credit toward the degree. This semester, I am registered for _____ semester hours and will register

for _____ semester hours next semester or summer term. I have checked carefully the requirements for graduation in the

_____ catalog of the Graduate School and I think that I shall be able to satisfy them by the specified date.

(admit year)

Thesis Required (Yes) _____ (No) _____

Dissertation Required (Yes) _____ (No) _____

I understand that I must complete all of the requirements in my degree program before the degree will be awarded.

Signature of Applicant _____ **Male** _____ **Female** _____

**Please Print the Following
Name of Applicant:**

_____ (Last) (First) (Middle)

Student T# _____

Indicate other last names possibly on file _____

Mailing Address:

_____ **Street Name or P.O. Box #**

_____ **City** _____ **State** _____ **Zip Code**

Phone Number: _____ **E-Mail Address:** _____

Approved By _____

(Head of Major Department / Authorized Signatory)

Undergraduate Institution _____ **Degree Earned** _____ **Year** _____
BA, BS

Graduate Institution _____ **Degree Earned** _____ **Year** _____
(If Applicable - Doctoral Candidates) MA, MS

Graduation Fee Paid On _____ **Receipt Number** _____ **Certified By** _____
(Date) (Bursar's Office)

Financial Aid Approval _____ **Exit Interview** _____
(Representative of Financial Office) (Date – Month/Day/Year)

Approved By _____

(Dean of the Graduate School)

DEADLINE – Friday, September 22, 2107

COMPLETE ALL ITEMS WITH SEMESTER AND YEAR

Student Name _____ Major _____

Degree Expected (M.A., M.S., MBA, M.Ed., MPA, EDD, PHD) _____

Admission Date _____ Re-Admission Date (if applicable) _____

Requirements Completed

Semester/Year Completed

- 1. Official Transcripts submitted from all colleges **Yes** **No** _____
- 2. GRE/GMAT (**must submit Verbal/Quantitative/Writing scores**) _____
- 3. English Requirement (**GMAT or GRE/AWS 3.5 or ENG 501-S or other as specified and/or required by program**) _____
- 4. Degree Plan Submitted _____
- 5. Qualifying Examination _____
- 6. Foreign Language Examination _____
- 7. Comprehensive Examination _____
- 8. Number of Hours Completed (to date) _____
- 9. Number of Hours needed to complete degree requirements _____

Transfer Credits from Other Institutions with Approval
(6-hr limit – Master’s; 15-hr limit – Doctoral)

Name of University Transferred Courses Taken _____

List Course(s) Taken (**Must request Official Transcript be sent from each institution to Graduate School**)

Course No.	Grade (B or better)	Course No.	Grade (B or better)
_____	_____	_____	_____
_____	_____	_____	_____

This semester/term I am enrolled in the following course(s)

Dept.	Course No.	Dept.	Course No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Next Semester/term I will be enrolled in the following course(s)

Dept.	Course No.	Dept.	Course No.
_____	_____	_____	_____

Student Signature _____ **Date** _____

If you do not complete ALL requirements for graduation this semester, you must re-apply for graduation and pay the application fee again.

**GRADUATE SCHOOL
TEXAS SOUTHERN UNIVERSITY**
Online Submission of Electronic Copy of Thesis/Dissertation

Candidate for Graduation submitting a thesis/dissertation in fulfillment of their degree requirement **MUST** submit electronic copies of their thesis/dissertation via the online TSU/ProQuest submission portal: www.etdadmin.com/tsu

Please check the following as applicable and follow related instructions:

- I do **NOT** have to submit a thesis/dissertation in fulfillment of my degree program requirements.
If you selected this option please skip to the end of the form to the signature section.
- I **DO** have to submit a thesis/dissertation in fulfillment of my degree program requirements.

If you **DO** have to submit a thesis/dissertation in fulfillment of your degree program requirements you **MUST** submit **electronic copies** of the following materials via the TSU ETD (Electronic Thesis/Dissertation) submission portal www.etdadmin.com/tsu:

1. PDF copy of final approved Thesis/Dissertation including the signature pages.
Please note that for the electronic copy submitted you need to redact the signature pages with actual signatures and replace with signature pages with names typed in lieu of signatures. Make sure that you submit one pdf file comprising of the complete thesis/dissertation and signature pages.
2. Supplemental files if any.

You are strongly encouraged to copyright your thesis/dissertation. You can do so via the US Copyright office, or, via the ETD submission portal (option available when submitting thesis/dissertation online via the TSU/ProQuest ETD portal). In either case you will need to pay the requisite copyright fee.

Please note that regardless of copyright registration your submission will be vetted against at least two plagiarism software tools and copyright violations can lead to rejection of the submission.

Please note that if you are required to submit a thesis/dissertation in fulfillment of your degree program requirements you cannot be cleared for graduation without the original signature pages for your thesis/dissertation, and, an ACCEPTED electronic submissions of your thesis/dissertation via the TSU/ProQuest ETD submission portal.

The deadline for online submission of the electronic copy of the final approved version of your thesis/dissertation for FALL 2017 is **Wednesday, January 03, 2018 - early submission may be required and is strongly encouraged.**

If you do not complete ALL requirements for graduation including electronic submission of your thesis/dissertation for the semester you are applying for you must re-apply for graduation for a subsequent semester and pay the requisite applicable application fee again.

Student Name (Please Print): _____
(Last Name) (First Name) (Middle Name)

Student Signature: _____ Date: _____

Advisor Name* (Please Print): _____
(Last Name) (First Name) (Middle Name)

Advisor* Signature: _____ Date: _____

**The Department Chair, Graduate Program Coordinator, Dean, or, any other authorized representative can sign in lieu of the Academic Advisor.*

**GRADUATE SCHOOL
TEXAS SOUTHERN UNIVERSITY
Fall 2017 Graduation Clearance Time-Limit/Requirement**

Graduate students applying for Fall 2017 graduation must complete all requirements and **MUST be cleared for graduation by Wednesday, January 10, 2018**. In order to remain in compliance, the graduation applicant must be cleared by the Graduate School **two working days prior to the University Clearance deadline** to allow sufficient time for evaluation and notification to, and, for subsequent clearance by the Registrar's office.

The effective graduation dates/deadlines for graduate students for December/Fall 2017 are as follows:

Date	Checkpoint/Deadline
Friday, Sep 22, 2017	Application deadline for December/Fall 2017 graduation
Friday, Dec 15, 2017	Last day/closing day for Fall 2017
Wednesday, Jan 03, 2018	Final Submission Deadline for submission of electronic copy of thesis/dissertation via the TSU submission portal. <i>(Note: Individual submission deadline may be earlier as indicated by the Graduate School on Draft Review Letter)</i>
Friday, Jan 05, 2018	Final clearance deadline for online thesis/dissertation submission. All corrections/edits must have been completed and final version must have been submitted online via the submission portal.
Monday, Jan 08, 2018	Last day for Graduate School to clear student for December/Fall 2017 graduation.
Wednesday, Jan 10, 2018	Last day for Registrar's office to clear student for December/Fall 2017 graduation.

Final clearance for graduation cannot be processed unless all aspects of graduation clearance have been met such as adherence to all submission deadlines, submission of all necessary documents, requisite GPA, number of hours, no more than two grades of C or C+, no incomplete grades, resolved all thesis/dissertation hours grades, submitted and cleared for online submission of thesis/dissertation, etc.

In the event that the graduation applicant is not cleared for Fall 2017 graduation by Mon Jan 08, 2018 by the Graduate School and/or by Wed Jan 10, 2018 by the Registrar's office the student will need to re-apply for May/Spring 2018 graduation or a later semester and pay the application fee again. The graduation application deadline for Spring 2018 is Fri Feb 09, 2018.

Student Name (Please Print): _____
(Last Name) (First Name) (Middle Name)

Student Signature: _____ **Date:** _____

Advisor Name* (Please Print): _____
(Last Name) (First Name) (Middle Name)

Advisor* Signature: _____ **Date:** _____

**The Department Chair, Graduate Program Coordinator, Dean, or, any other authorized representative can sign in lieu of the Academic Advisor*