GRADUATION CHECKLIST FOR GRADUATE STUDENTS

UTD **Erik Jonsson School of Engineering and Computer Science**
University of Texas at Dallas

☐ **1. Update/Review Degree Plan**
Meet with your academic advisor the semester before you plan to graduate. When making an appointment to review your degree plan, inform your academic advisor of your graduation plans.

☐ **2. Graduation Degree Audit**
See your academic advisor for your degree audit, as well as to complete your graduation application. Please make an appointment early, but no later than the following dates. Your graduation application and updated degree plan must be signed by an ECS Academic Advisor, and then submitted to Records for processing. Please see the Online Schedule of Classes for deadline.

Graduating Semester	See your advisor by
Fall	July 1st
Spring	November 1st
Summer	April 1st

Things to Discuss with your Academic Advisor

☼Graduation Application/Fee	☼SEVIS I-20 issues
☼Grade Changes/Incomplete Grades	☼GPA requirements
☼Fulfillment of degree plan course requirements	☼Dissertation/Thesis

International Students must check with the International Student Services Office

For Co-op questions and concerns, check with the IPP Office

☐ **3. REGISTER EARLY and MAKE PAYMENT ON TIME!**
www.utdallas.edu/SIS

☐ **4. Refer to Graduation Webpage for more information**
http://www.utdallas.edu/student/records/graduation/

☐ **5. Waivers and Transfers**
Make sure that all petitions for waivers and transfers are finalized the semester before you plan to graduate. Transfers and waivers will not be considered during your graduating semester!

☐ **6. Schedule Changes**
Notify your academic advisor regarding schedule changes, as it may affect your graduation.

☐ **7. Current Email Address, Telephone Number and Mailing Address**
Make sure that the UTD Records Office has your most current email address so that graduation information can be sent to you. Also, make sure that your mailing address is up to date to ensure that your diploma is sent to the correct location.

☐ **8. Commencement**
Make plans to attend the ECS commencement ceremony in the Activities Center. Commencement tickets are processed through the UTD Records Office.