

Texas A&M University Central Texas  
Application for Masters or Baccalaureate Degree  
Graduation website:  
[www.ct.tamus.edu/graduation](http://www.ct.tamus.edu/graduation)

DEADLINES TO FILE FOR DEGREE CONFERRAL AND CEREMONY PARTICIPATION

April 20<sup>th</sup> 2012 for Summer 2012  
June 22<sup>nd</sup> 2012 for Fall 2012  
November 30<sup>th</sup> 2012 for Spring 2013

**Students:** Beginning September 1<sup>st</sup>, 2010 all students will be required to submit a \$40 application fee with this graduation application. The fee is payable at the Business Office Rm. 106. Please submit the yellow copy of your graduation application fee receipt at the same time as your graduation application. The fee is non-refundable.

Return the completed forms to the records window room 105 for bachelor students, or room 145 for master students. Fill out the attached forms and take them to your advisor for signature. Make sure your student email account is active. Information concerning graduation will be emailed to your student account.

**Caps, Gowns and Hoods:** You will need to order your cap, gown and hood (master degree students) for commencement. Check your **STUDENT E-MAIL** account for date, time and location. For more information, you may contact Student Affairs at 254-519-5721.

**Invitations:** Invitations can be purchased with your cap and gown at the Herff Jones website:  
<http://herffjones.com/college>

**Class Rings:** For information about class rings, please visit the Student Affairs website at <http://www.ct.tamus.edu/departments/student-affairs/classrings.html> or contact the Student Affairs office at [studentaffairs@ct.tamus.edu](mailto:studentaffairs@ct.tamus.edu)

**Commencement Place:** *See graduation website* [www.ct.tamus.edu/graduation](http://www.ct.tamus.edu/graduation). You will need to report one hour prior to the ceremony. You will receive a letter 4-6 weeks prior to the ceremony with general information.

**Diplomas/Transcripts:** You will NOT receive a diploma the day of the ceremony. They will be mailed approximately 10 to 12 weeks after the end of the semester. To order transcripts, written request forms are located at the records office. If you need proof of graduation prior to this time, a letter of completion can be provided by contacting Dawn Brewer at (254) 519-5451 [dbrewer@ct.tamus.edu](mailto:dbrewer@ct.tamus.edu) for (undergraduates) or Theresa Newberry [tnewberry@ct.tamus.edu](mailto:tnewberry@ct.tamus.edu) room 145, (254) 519- 5419 for (graduates).

**Honor Cords:** You will be allowed to wear honor cords from your honor societies. You will need to get these prior to the ceremony. Contact your honor society for these cords.

**Institutional Honors:** If you qualify for university honors, your name and graduating honor will be announced at the ceremony.

**UNDERGRADUATES:** If you are taking classes at another institution, hand carry your official transcript to the admissions window immediately after your grades are posted. This will expedite the posting of your degree.

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Application for Masters or Baccalaureate Degree

Master candidates: return completed application to the Graduate Studies office, Room 145.  
Undergraduates: return completed application to the Records Window, Room 105.

NAME \_\_\_\_\_ ID# \_\_\_\_\_  
(Full legal name)

NAME \_\_\_\_\_ HOMETOWN \_\_\_\_\_  
(**Exactly** as you would like it to appear on your diploma)

PHONE \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_  
Street or box No. City State Zip

DIPLOMA MAILING ADDRESS (Diplomas will be mailed approximately 10-12 weeks after the end of the semester)

Street or Box No. City State Zip

I hereby apply for the Degree of \_\_\_\_\_ Major \_\_\_\_\_

Concentration/Option \_\_\_\_\_ Academic Minor \_\_\_\_\_

To be conferred in **SPRING 20** \_\_\_\_\_ **SUMMER 20** \_\_\_\_\_ **FALL 20** \_\_\_\_\_

According to the curriculum outlined in the TAMUCT catalog dated:  
(Year of catalog) \_\_\_\_\_

- Yes, I will attend the Commencement ceremony.  I am requesting accommodations for a disability  
(please provide documentation & contact Ryan Thompson at 254-519-5796)  
 No, I will not attend the Commencement ceremony.

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

Upon completion of the work on the Final Check Sheet, I will have fulfilled all the requirements for my degree.  
I understand I must submit a new application, and application fee, if I do not meet the requirements for my  
degree in the semester indicated. Initials \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

(Do not write below this line)

Holds: Y/N \_\_\_\_\_ Mailed Y/N \_\_\_\_\_ Date \_\_\_\_\_

FORM TO BE ATTACHED TO THE APPLICATION  
Final Check Sheet

*This sheet must be completed and signed by you and your advisor prior to submitting your application and application fee.*

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

Student will have the following requirements completed: (answer Yes or No)

120 hours (Y/N) \_\_\_\_\_ 30 residency hours (Y/N) \_\_\_\_\_

Overall GPA over 2.00 (Y/N) \_\_\_\_\_ WPE/WIP (Y/N) \_\_\_\_\_

24 hours in Major (Y/N) \_\_\_\_\_ Major GPA over 2.00 (Y/N) \_\_\_\_\_

Upper level hours met (Y/N) \_\_\_\_\_ 18 hours in minor (6 hrs advanced) (Y/N/NA) \_\_\_\_\_

Graduate Students:

The program Comprehensive Exam was passed on \_\_\_\_\_, or is scheduled for \_\_\_\_\_.

The student has been advised that he/she must pass the comprehensive exam in order to graduate? **Yes** or **No**

I have advised the student on the required course work to satisfy the degree audit. Upon completion of the advised course work, I verify that the online degree audit will be up-to-date and all degree requirements will be satisfied.

**DEGREE REQUIREMENTS REMAINING (to include transfer courses)**

Spring _____	Summer _____	Fall _____

**Minor Requirements (18 Hours of which 6 hours are advanced)**

I certify that courses already completed and those listed on the Final Check Sheet complete the specific course requirements for the above student's degree.

Student Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature (required) \_\_\_\_\_ Date \_\_\_\_\_