GRADUATION CHECKLIST

All students:
- Enroll in a graduate level course at UTD. Students must be registered in at least three credit hours in their final semester.
- Email megrad@utdallas.edu for a final degree audit to ensure that all necessary coursework to graduate has been completed. Your status will need to be changed to “eligible to graduate” in Galaxy/Orion.
- Satisfy all incomplete grades. Check with your program office to be certain any necessary grade change forms have been received by the Records Office.
- Check for any holds that may be on your student account.
- Verify concentration area (subplan) is correct. Email megrad@utdallas.edu if the correct concentration area is not visible in Galaxy.
- Fill out the Application for Graduation online through Galaxy by the deadline listed on the Academic Calendar.
- Check your UT Dallas email on a regular basis. You will receive all correspondence regarding graduation and commencement there.
- If you realize you are not going to meet the requirements to graduate, email megrad@utdallas.edu to withdraw your graduation application.
- If requirements are not met for graduation, students must reapply in the following semester.

Master’s Thesis and Doctoral Candidates:
- Refer to the Preparation of Dissertation and Thesis page on The Office of Graduate Education website.
- If following the Priority Deadline: complete all requirements by the posted priority deadlines; request a graduation audit; once made eligible to graduate, apply for graduation; pay $100 fee when billed after Census Day.