



UNDERGRADUATE STUDENT IN-ABSENTIA GRADUATION FORM

Office of the Registrar

Applying to graduate in absentia allows a candidate to apply to graduate without formally enrolling in courses for that semester. Students are eligible if they are removing an incomplete (X), completing his/her degree through **authorized** and **approved** credit elsewhere after leaving UTD or who missed the deadline for application for graduation in a prior semester and has completed all degree requirements at the time of application for graduation.

Last Name

First Name

MI

□□□□□□□□□□

UTD-ID Number

Semester/Year

Degree & Program

Semester of Graduation

Your UTD Identification Number (UTD-ID) is requested as it is a unique ID which is maintained for the purpose of accuracy in tracking information. The disclosure of such information is voluntary. Disclosure of your UTD-ID is governed by the Public Information Act (Chapter 552 of the Texas Government Code). With few exceptions, you are entitled, at your request, to be informed about the information UTD collects about you. Under Sections 552.021 & 552.023 of the TX Govt. Code, you are entitled to receive and review the information. Under Section 559.004 of the TX Govt. Code, you are entitled to have UTD correct information about you that is held by UTD and that is incorrect.

TO REGISTER IN ABSENTIA:

- Obtain and complete an In Absentia Form from the Office of the Registrar or your Program Office by the deadline indicated in the academic calendar. Late submissions are not accepted.
- Obtain approval from Academic Advisor.
- Pay the in absentia **and** the graduation fee to the Bursar's Office no later than the first day of class for the semester in which the in absentia application is requested.
- Take the approved In Absentia Form **and** the Application for Graduation to the Office of the Registrar no later than the first day of class for the semester in which the in absentia application is received.

In order to complete the above noted degree program, the student must:

Student Signature

Academic Advisor

Date

Date

TAKE THIS SIGNED FORM TO THE OFFICE OF THE REGISTRAR.

Associate Dean

Date



Office of the Registrar

GRADUATE STUDENT IN ABSENTIA GRADUATION FORM

Applying to graduate in absentia allows a candidate to apply to graduate without formally enrolling in courses for that semester. Students are eligible if they have completed all degree requirements except for the submission of final approved copies of thesis, dissertation or other required reports.

_____	_____	_____	□ □ □ □ □ □ □ □ □ □
Last Name	First Name	MI	UTD-ID Number

_____	_____	_____
Semester/Year	Degree & Program	Semester of Graduation

Your UTD Identification Number (UTD-ID) is requested as it is a unique ID which is maintained for the purpose of accuracy in tracking information. The disclosure of such information is voluntary. Disclosure of your UTD-ID is governed by the Public Information Act (Chapter 552 of the Texas Government Code). With few exceptions, you are entitled, at your request, to be informed about the information UTD collects about you. Under Sections 552.021 & 552.023 of the TX Govt. Code, you are entitled to receive and review the information. Under Section 559.004 of the TX Govt. Code, you are entitled to have UTD correct information about you that is held by UTD and that is incorrect.

TO REGISTER IN ABSENTIA:

- Obtain and complete an In Absentia Form from the Office of the Registrar or your Program Office by the deadline indicated in the academic calendar. Late submissions are not accepted.
- Obtain approval from Program Head and/or Advisor and the Graduate Dean.
- Pay the in absentia fee **and** the graduation fee to the Bursar's Office no later than the first day of class for the semester in which the in absentia application is requested.
- Take the approved In Absentia Form **and** the Application for Graduation to the Office of the Registrar no later than the first day of class for the semester in which the in absentia application is to be submitted. The Program Head or Advisor must fill out the section below outlining the conditions for completing your degree and sign the statement recommending that you be allowed to apply to graduate in absentia.

In order to complete the above noted degree program, the student must:

Student Signature

Program Head or Graduate Advisor

Date

Date

TAKE THIS SIGNED FORM TO THE OFFICE OF THE DEAN FOR GRADUATE STUDIES AND RESEARCH.

Dean for Graduate Studies and Research

Date

WHITE: REGISTRAR'S OFFICE

YELLOW: STUDENT

PINK: GRADUATE DEAN

GOLD: PROGRAM