

**TEXAS SOUTHERN UNIVERSITY**  
Houston, TX

**GRADUATE SCHOOL OFFICE**  
HANNAH HALL

Candidate for Graduation for the **FALL/DECEMBER 2020** Commencement must file a formal application for graduation on or before **Friday, March 27, 2020**.

**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 ALL 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 Application Fees.** (Business Office, Bell Building)
- D. Return the completed **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 review letter received from the Graduate School. Online submission of thesis/dissertation is a mandatory requirement for graduation.***
- F. *Cap, Gown, and Invitations should be secured from the University Bookstore. Check with the University Bookstore for ordering procedures, cost, dates and deadlines, etc.*

**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/MEET ALL GRADUATION REQUIREMENTS YOU WILL NEED TO RE-APPLY FOR GRADUATION AND PAY THE APPLICATION FEE AGAIN.***

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

**Note: Diploma will be mailed to the address provided on the graduation application.**

**APPLICATION FOR GRADUATION (Complete Entire Form and All Pages)**

Date \_\_\_\_\_, 20 \_\_\_\_

To the Dean of the Graduate School

I hereby apply for graduation in **Fall/December 2020** \_\_\_\_\_

**DEADLINE – Friday, March 27, 2020**

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. I will register for \_\_\_\_\_  
semester hours for Summer Term (I and II) and for \_\_\_\_\_ semester hours for Fall 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  
(admit year)  
by the specified date.

**Thesis/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)**

**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; Must be with Grade B or better)

Name of University Transferred Courses Taken \_\_\_\_\_

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

Course No.	Grade	Course No.	Grade	Course No.	Grade	Course No.	Grade	Course No.	Grade

**This Semester/Term I am enrolled in the following course(s):**

Department	Course No.	Department	Course No.	Department	Course No.	Department	Course No.

**For Summer Semester/Term (I and II) I will be enrolled in the following course(s):**

Department	Course No.	Department	Course No.	Department	Course No.	Department	Course No.

**For Fall Semester/Term I will be enrolled in the following course(s):**

Department	Course No.	Department	Course No.	Department	Course No.	Department	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 requirements **MUST** submit electronic copies of their thesis/dissertation via the online TSU/ProQuest submission portal: [www.etdadmin.com/tsu](http://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](http://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.

**Please 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 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 absolute final deadline for online submission of the electronic copy of the final approved version of your thesis/dissertation for FALL 2020 is **Friday, December 11, 2020. Your individual submission deadline will be earlier as noted on the review letter received from the Graduate School.** Early submission 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 required graduation 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/DECEMBER 2020 Graduation Clearance Time-Limit/Requirement**

Graduate students applying for Fall/December 2020 graduation must complete all requirements and **MUST be cleared for graduation by Monday, December 21, 2020**. 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, subsequent clearance by the Registrar's office.

**The effective graduation dates/deadlines for graduate students for Fall/December 2020 are as follows:**

<b>Date</b>	<b>Checkpoint/Deadline</b>
Friday, March 27, 2020	Application deadline for Fall/December 2020 graduation
Friday, October 30, 2020	Submission deadline for printed copy of Draft of Thesis/Dissertation for Review by Graduate School. Must be submitted with the Results of Oral Defense Form.
Friday, December 11, 2020	Last day/closing day for Fall 2020
Friday, December 11, 2020	Final Submission Deadline for submission of electronic copy of thesis/dissertation via the TSU submission portal. <i>(Note: Your individual submission deadline will be earlier as indicated by the Graduate School on your Draft Review Letter)</i>
Tuesday, December 15, 2020	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.
Thursday, December 17, 2020	Last day for Graduate School to clear student for Fall/December 2020 graduation.
<b>Monday, December 21, 2020</b>	<b>Last day for Registrar's office to clear student for Fall/December 2020 graduation.</b>

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 credit hours, no more than two grades of C or C+, no incomplete or I 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/December 2020 graduation by Thursday, December 17, 2020 by the Graduate School and/or by Monday, December 21, 2020 by the Registrar's office the student will need to re-apply for Spring/May 2021 graduation or a later semester and pay the 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*