



Texas A&M University-Kingsville
DOCTORAL AND MASTER PROGRAMS
DEADLINES

GRADUATION DEADLINES FOR: MAY 21, 2010, COMMENCEMENT

Texas A&M University-Kingsville
Research and Graduate Studies
MSC 118, 700 University Blvd.
Kingsville, TX 78363-8202
(Phone: 361-593-2808; FAX: 361-593-3412)

 **TO THE APPLICANT:**
IT IS ABSOLUTELY YOUR
OWN RESPONSIBILITY TO MEET
THESE VERY IMPORTANT DEADLINES

 ***It is the responsibility of the student to REAPPLY immediately (for August, 2010, candidacy), if not graduating at this commencement.***

Action to be taken by applicant (Deadlines)

Application for Degree Candidacy with Graduate Dean December 1, 2009

Step 1:

- a. Before requesting an "Application for Candidacy" form from the Research and Graduate Studies Office, IT Bldg. - Room 115A, first submit a signed final degree plan and a current copy of transcript. **Failure to submit your final degree plan with your transcript and application form will prevent us from processing your application expeditiously and, as a result, it will postpone your graduation until the next graduation ceremony.** You may have to Federal Express to meet this first of two deadlines. When the dean signs the application, this will be mailed back to you, with the "Application for Diploma Card." You should then immediately proceed to fulfill step 2, below.
- b. After the dean signs and returns the candidacy form to you with an "Application for Diploma" card, immediately proceed to the next step below.

Step 2: Deadline to Pay for the Diploma Fee January 29, 2010 or Earlier

(Note: Do not wait until this last day to pay the diploma fee)

- Application for Candidacy Form and Diploma Fee to Business Office, and then take the Candidacy Form, Diploma Card, and the diploma fee receipt to the Provost Office.
- Submit the signed "Application for Candidacy" and completed "Application for Diploma Card" to the Office of the Vice President for Academic Affairs and Provost **before the January 29, 2010, deadline.** If unable to come to campus, you must mail (By Federal Express, if necessary) the signed "Application for Candidacy," "Application for Diploma Card," and "diploma fee" (check made out to TAMUK or by calling in your credit card) to: Business Office, MSC 104, 700 University Blvd., College Hall 104, Texas A&M-Kingsville, Kingsville, TX 78363 or phone (361)593-2616.

Your check must indicate payment of graduation fee and must show your Social Security Number. You must meet the deadlines for filing the "Application for Candidacy" and "Application for Diploma" card and fees in order to graduate.

Final Requirements with Graduate Dean

April 30, 2010 or Earlier

Step 3:

- a. Submit "Comprehensive Exam Report" forms for major (Plan I, II, & III) and for supporting field(s) (Plan I and II).
- b. Plans II and III, submit **one (1)** Graduate Research Project which adheres to Thesis Manual. Submit first to your adviser and then to Graduate Dean for his approval at least **three weeks** prior to deadline for any corrections which may have to be made. **Copy will not be bound.**
- c. Plan I, submit **one (1)** signed copy of Thesis proposal, **five (5)** signed copies of Theses and a Defense form. Allow at least three weeks prior to deadline to defend thesis and to make corrections requested by committee and Graduate Dean. **DISSERTATIONS AND THESES will be bound.**
- d. Allow **three weeks** prior to this deadline to defend the dissertation and to make corrections requested by the Dissertation Committee, the Graduate Council Representative, and the Graduate Dean.
- e. Submit to Graduate Dean the required number of signed copies of the dissertation as per instructions found in the Thesis Manual. Also, submit a copy of the approved Dissertation Status Report and Comprehensive Examination Report forms, and Dissertation Proposal.

Note: Do not wait for the deadline to meet requirements. Submit all forms/requirements as soon as possible so as not to delay your graduation to the next commencement. DISSERTATION/THESES/ DEFENSE FORMS MUST BE COMPLETED NO LATER THAN THE FIRST WEEK OF April, 2010. Retain this "Graduation Deadlines" for your files.