October 12, 2011

TO ALL CANDIDATES FOR FALL 2011 GRADUATION:

1. General Plan. The Fall 2011 Commencement exercises will be held in the Steinke Physical Education Center on Friday, December 16, 2011. There will be TWO ceremonies. One will be at 1:00 p.m. and the other at 4:00 p.m. Seating will be reserved for degree candidates and faculty; seating of all guests, however, will be on an unreserved, first-come, first-serve basis.

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<th>1:00 p.m.</th>
<th>4:00 p.m.</th>
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<td>Agriculture, Natural Resources and Human Sciences</td>
<td>Education and Human Performance Engineering</td>
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<td>Arts and Sciences</td>
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<td>Business Administration</td>
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2. Commencement Day. Candidates will assemble in the Steinke Physical Education Center ONE hour prior to graduation, Friday, December 16, 2011. There will be NO university-wide rehearsal. Check with your respective college to determine if they plan to have rehearsal.

3. Caps and Gowns. Bachelor and master gowns may be purchased at the Texas A&M University-Kingsville Bookstore during regular store hours. The gowns will be in stock beginning October 14. Caps and gowns should be purchased no later than 1 MONTH prior to graduation in order to guarantee a proper fitting robe. If you need to purchase or rent a doctoral gown, contact the Bookstore as soon as possible. These are made specifically for the individual and therefore take extra time. Please make sure that you wear dark colored shoes, socks, and/or nylons and that your gown is pressed prior to the graduation ceremony. If you have any questions, please call 593-2601.

4. DVDs. Video of the commencement will be produced by the staff of the Texas A&M University-Kingsville Radio/Television Unit. An order table for the DVDs will be set up in the foyer of the SPEC. You may order one or several DVDs for $20 each, including tax and shipping, prepaid by cash or check. DVDs will be shipped to your home and should arrive within six weeks. For further information, you may contact the Radio/Television Office at (361) 593-3489.
5. Photos. Flash Photography is the university’s official photographer. You will be contacted directly by Flash Photography via postal services or email with proofs of your pictures and an opportunity to order them. For further information, you may contact the Office of Student Affairs (361) 593-3612.

6. Absolute Deadline for All Grades for Graduation. All grades for candidates for graduation must be in the Office of the Registrar by 9:00 a.m., on Monday, December 19. Candidates taking courses from other universities must arrange to meet this deadline. The deans will attempt to notify candidates who fail to complete their degree requirements. Please be available so you can be reached by telephone on Tuesday, December 20, 2011.

7. Diplomas. Once grades are submitted and graduation verified, diplomas will be available for pick-up in the Office of the Registrar beginning Tuesday, January 17, 2012 through Friday, January 27.

8. Correspondence Courses. Any student taking a correspondence course needed for the degree should complete the course and take the final examination no later than November 18, 2011. If you have any questions, please call 593-2861.

9. Incomplete Grades or Change of Grades. Any student who has an I in a course from a previous semester or term is responsible for completing the course by November 18, 2011 and reminding his/her instructor that the final grade must be submitted to the Office of the Registrar by December 19, 2011. The removal of an I and any other grade changes must be reported by the student to his/her Dean on or before this date.

10. Repeated Courses. All candidates must file a "Request for Adjustment of Repeated Courses" form to update their GPA and grades. This must be done by December 19, 2011. This form should be marked "December 16, 2011 Graduation." Those courses which are being repeated this semester should also be included so that all changes may be made on your record in time for the final graduation check-out. If you have any questions call 593-2811.

11. Thesis and Research Project. The deadline for filing final and approved copies of all Master’s theses and for having confirmation of completion of research projects in the Graduate Office is November 30, 2011.

12. Comprehensive Examination for Graduate Students. Master’s candidates must arrange with their committee chairs to complete their comprehensive examinations in time for a report to be submitted to the Graduate Office no later than November 30, 2011. If you have any questions, call 593-2808.

13. Fees and Fines. All library fees or other fines due to the University must be paid before December 16.

14. In Absentia Graduation. All candidates are expected to be present to receive their diplomas. If it is not possible for you to attend the commencement ceremony, your degree
can be awarded in absentia provided you notify the Office of the Provost and Vice President for Academic Affairs in writing by December 12 and give sufficient reason for non-attendance. You may fax your absentia notice to: 361-593-3107.

15. Tuition Rebates for Undergraduate Students. The state of Texas is providing financial incentives for students who complete their undergraduate degrees by attempting no more than three (3) hours in excess of the minimum number of semester credit hours required for the degree. To be eligible for rebates under this program, students must meet the following conditions: (1) they must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later, (2) they must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university, (3) they must have been a resident of Texas, must have attempted all coursework at a Texas public institution of higher education, and must have been entitled to pay resident tuition at all times while pursuing the degree, and (4) they must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree as specified in the catalog under which they were graduated. Hours attempted include transfer credit, course credit earned exclusively by examination, courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

If a student also chooses to complete the requirements for a teaching certificate, the number of credit hours for both the baccalaureate degree and the teaching certificate will be considered the minimum for the rebate.

The rebate for eligible students is a maximum of $1,000. To apply for the rebate, please complete the attached application form and submit it to your academic dean prior to receiving the baccalaureate degree.

16. General Property Deposit. Each student pays a one-time charge of $10 to insure the institution against losses, damages, and breakage in libraries and laboratories. Texas A&M-Kingsville collects the $10 General Property Deposit the first semester in which a student enrolls. This is a refundable charge and is available upon request after the student graduates or withdraws, less any loss, damage, or breakage caused by the student. Application forms and instructions are available in the Business Office.

Sincerely,

Rex Gandy, Provost and Vice President for Academic Affairs