Graduation and Commencement Ceremonies
- You may graduate from UT Tyler at the end of the Fall, Spring, or Summer terms.
- Commencement ceremonies are conducted in May and December. Summer graduates may participate in the Fall Commencement Ceremony; early participation in Spring ceremonies is not permitted. Summer degrees are awarded only after the entire Summer term has been completed.

Caps & Gowns
- The UT Tyler Bookstore has caps, gowns, tassels and hoods in stock, and can order specialty items. Please contact the UT Tyler Bookstore at (903) 566-7070 regarding regalia and/or announcements at your earliest convenience.

Guest Seating at Commencement
- The doors to the Cowan Center will open one hour prior to the start of the Commencement Ceremony.
- All guests, including children, must have a ticket to enter the Cowan Center. Students are responsible for obtaining and distributing tickets to their guests. Tickets are distributed by the Dean’s Office of each College.
- Non-ticketed seating will be available only at Spring Commencement ceremonies. All non-ticketed seating will be in FAC 1009, located in the academic wing at the rear of the Cowan Center, and will be available on a first-come-first-served basis. A live stream of the ceremony will be broadcast at this location.

Graduation Status Notification
- A preliminary evaluation of your records will be made by the Office of the Registrar. Your application will then be forwarded to your College.
- You will receive a letter from the department of your major regarding your graduation eligibility. Questions about the status of your application should be directed to your academic advisor.

Completion of Requirements – “I” Grades and Non-UT Tyler Credit Hours
- Following the posting of your final term’s grades, a final graduation review will be conducted.
- All incompletes (“I”s) must be completed and changed to letter grades; failure to do so will prevent your graduation. Students are responsible for working with their professors to resolve their “I”s and following up to ensure grade changes have been submitted.
- Official transcripts for all credits taken outside UT Tyler that have not previously been submitted, and/or credits completed during your final term, must be submitted to Admissions; failure to do so will prevent your graduation.
- Transcripts should be mailed to: The University of Texas at Tyler, Office of Admissions, 3900 University Blvd, Tyler, TX 75799.
- Students must resolve all “I”s and submit all updated transcripts within 30 days after the graduation date. Students who fail to complete these requirements within 30 days of the graduation date will be denied graduation and must re-file for the next available term.

Degree Postings
- Degree postings are completed 4-6 weeks after the end of each term; Fall postings are delayed by the holiday break.

Diplomas
- Diplomas are printed with the legal name on file with the University for each student.
- Each diploma will display the major in addition to the degree earned. Sub-plans and minors will not be displayed.
- Diplomas for graduates are ordered after degrees have been verified and posted each term. Once ordered, the diplomas take 4-6 weeks to ship from the publisher. Upon arrival they are mailed to the address provided on the Application for Graduation.
- Diplomas measure 11”x14”. The UT Tyler Bookstore has diploma frames available for purchase.
- Students with Financial or Exit Loan Counseling Needed holds will not receive their diplomas until the holds are resolved.

Information Disclosure
- Commencement programs and area newspaper announcements list graduation candidates’ names, degrees, and honors status. Students not wishing to be listed in the program must direct this to their application.

Graduation GPA
- Graduation GPA is calculated on final grades on all UT Tyler for-credit course work attempted.

Graduation with Honors (Cum Laude: 3.50 - 3.69, Magna Cum Laude: 3.70 - 3.89, Summa Cum Laude: 3.90 - 4.00)
- Students earning baccalaureate degrees will be recognized for scholastic excellence by graduating with appropriate honors if they have completed a minimum of 45 semester credit hours at UT Tyler and meet the required grade point average.
- Honors recognized at commencement and in the program are based on earned hours and cumulative grade point average on coursework taken at UT Tyler as-of the last completed term prior to graduation. Honors recognitions on the diploma and transcript are based on the final UT Tyler cumulative grade point average and earned hours.
- Honors recipients will be corded on stage during the ceremony by a faculty member from their College.
- Students wishing to wear other regalia during commencement must obtain approval from the Dean of Students. See the Student Affairs website for guidelines and restrictions: http://www.uttyler.edu/studentaffairs/regalia.php

Tuition Rebate for Qualified Undergraduates
- The 1997 Texas Legislature approved a tuition rebate plan for students receiving their first baccalaureate degree if they meet certain strict requirements. Application forms are available in the Enrollment Services Center (ADM 230).

Revised 10/17/11