



GRADUATION CHECKLIST

When	What
☐ September 29	Review PAR with advisor for academic concerns
☐ October 1	Apply for graduation (non-refundable \$75 fee) AFTER this date LATE FEE will be added
☐ October 2 - December 13	Submit late graduation application (\$75 + \$40 late fee) Total \$115 (non-refundable)
☐ October 6	Commencement registration OPENS on Tassel
☐ November 15	Commencement registration CLOSES on Tassel
☐ December 1	Verify diploma name & diploma mailing address at <i>myUTTyler</i> Reset Patriot Email Password
☐ December 13	Conferral date
☐ December 17	Degree conferral processing starts (allow 30 days)
☐ January 15	Graduation application withdrawal, if applicable
☐ January 12 at 4 PM	Deadline to: • Submit external transcript to processing@uttyler.edu • Resolve incomplete/in progress grades • Clear account holds (financial holds)
☐ January - February	Check Patriot email for diploma status and set up your Parchment Portal
☐ February - April	Monitor diploma status via Parchment

For any questions, please contact us at:
graduation@uttyler.edu

To visit the commencement website,
please scan the QR code or visit:
uttyler.edu/commencement





COMMENCEMENT CHECKLIST

What	When	Where
☐ Order doctoral regalia (purchase)	August 25 - October 21	UT Tyler Campus Store
☐ Order doctoral regalia (rental)	August 25 - November 17	UT Tyler Campus Store
☐ Order master & undergraduate regalia (online)	August 25 - November 17	Online
☐ Order master & undergraduate regalia	August 25 - December 13	In person at UT Tyler Campus Store
☐ Complete commencement registration, ceremony display & program name	November 15	Tassel
☐ Reserve tickets — Round 1	10 AM, October 29 – 11:59 PM, November 10	Tassel
☐ Reserve tickets — Round 2	10 AM, November 12 – 11:59 PM, November 19	Tassel
☐ Reserve tickets — Round 3	10 AM, December 3 – 2 PM, December 13	Tassel
☐ Attend commencement rehearsal (optional)	9 AM or 1 PM, December 9	R. Don Cowan Fine and Performing Arts Center
☐ Attend fall 2025 commencement ceremonies	December 12 - 13	R. Don Cowan Fine and Performing Arts Center

COMMENCEMENT CEREMONY — R. Don Cowan Fine and Performing Arts Center

FRIDAY, DECEMBER 12	9 AM • School of Nursing
	1 PM • College of Arts and Sciences • School of Health Professions
SATURDAY, DECEMBER 13	9 AM • College of Education and Psychology • College of Engineering
	1 PM • Soules College of Business

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