

TEXAS SOUTHERN UNIVERSITY
GRADUATE SCHOOL
SUMMER / AUGUST 2021 GRADUATION APPLICATION

Graduate students must file for graduation in compliance with the University published graduation application submission deadline for the intended semester of graduation.

TO FILE AN APPLICATION FOR GRADUATION:

- A.** Fill in the application **completely** and submit to **your** program/major Advisor, Department Chair, Graduate Program Coordinator, Dean, or, any authorized representative for signature.
COMPLETE ALL PARTS AND ALL PAGES OF THE APPLICATION.
Incomplete applications CANNOT be processed.
- B. Financial Aid Clearance:** Financial Aid recipients must complete Financial Aid exit counseling in order to be cleared for graduation. The Registrar’s office will verify for appropriate completion of Financial Aid exit counselling as one of the conditions to be met for graduation clearance.
- C. Pay Graduation Application Fees.** Applicants for graduation must pay the requisite graduation application fee and must **submit a copy of the graduation application fee receipt** with the duly completed and signed graduation application to the Graduate School for approval and processing
- D. 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.**
- E. 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.

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

To the Dean of the Graduate School

I hereby apply for graduation in Summer/August 2021 _____

I am a candidate for the _____ degree with a major in _____
(Degree Expected)

and a minor in _____ By the end of Fall 2020, I had earned _____ semester hours of
graduate credit toward the degree. For the Spring 2021 semester, I have registered for _____ semester hours.

For Summer 2021 I will be registered for _____ semester hours. 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 by the specified date.
(admit year)

Thesis/Dissertation Required _____(Yes) _____(No)

I understand that I must complete all of the requirements for my degree program before the degree will be awarded.

Please Print the Following:

Name of Applicant: _____
(Last) (First) ((Middle)

Student T# _____ Indicate other last name possibly on file _____

Mailing Address: _____
Street or P.O. Box #

_____ City _____ State _____ Zip Code

Phone Number: _____ E-Mail Address: _____

Undergraduate Institution _____ Degree Earned _____ Year _____
BA, BS

Graduate Institution _____ Degree Earned _____ Year _____
(If Applicable - Doctoral Candidates) MA, MS

Graduation Application Fee Receipt:

Applicants for graduation must pay the requisite graduation application fee and must submit a copy of the graduation application
fee receipt with the duly completed and signed graduation application. Web-link to pay graduation application fee online:

https://secure.touchnet.com/C21492_ustores/web/store_main.jsp?STOREID=74&SINGLESTORE=true

Financial Aid Exit Counselling:

Financial Aid recipients must complete Financial Aid exit counselling in order to be cleared for graduation. The Registrar's office
will verify for appropriate completion of Financial Aid exit counselling as one of the conditions to be met for graduation clearance.

Signature of Applicant _____ Male Female

Approved By _____
(Signature: Head of Major Department / Authorized Signatory)

Approved By _____
(Signature: 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

Fall 2020 Course Enrollment:

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

Spring 2021 Course Enrollment:

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

Summer 2021 Course Enrollment:

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

Student Signature _____ Date _____

If you do not complete/meet ALL requirements for graduation, 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

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

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 and dates typed in lieu of signatures. Make sure that you submit one file comprising of the complete thesis/dissertation including signature pages.
2. Supplemental files if any.

You must copyright your thesis/dissertation. You can do so via the ETD submission portal (option available when submitting thesis/dissertation online via the TSU/ProQuest ETD portal), or, via the US Copyright office. In either case you will need to pay the requisite copyright fee.

Plagiarism Check: Please note that your submission will be vetted against plagiarism software tools and copyright violations can lead to rejection of the submission and/or your degree being rescinded.

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 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 SUMMER 2021 is **Wednesday, August 11, 2021. 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**

SUMMER/AUGUST 2021 Graduation Clearance Time-Limit/Requirement

Graduate students must file for graduation in compliance with the University published graduation application submission deadline for the intended semester of graduation. Graduate students applying for Summer/August 2021 graduation must complete all requirements and **MUST be cleared for graduation by Thursday, August 19, 2021**. 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 Summer/August 2021 graduation dates/deadlines for graduate students are as follows:

Date	Checkpoint/Deadline
Wednesday, June 30, 2021	Deadline to defend thesis/dissertation for Summer 2021 and submit Draft copy of Thesis/Dissertation to the Graduate School for Review. Must be submitted with the Results of Oral Defense Form and any other pending/supporting documents.
Thursday, August 05, 2021	Last day/closing day for Summer 2021.
Wednesday, August 11, 2021	Final Submission Deadline for submission of electronic copy of thesis/dissertation via the TSU submission portal. Your individual submission deadline will be earlier as indicated by the Graduate School on your Draft Review Letter. Early submission is strongly encouraged for timely clearance for graduation.
Friday, August 13, 2021	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.
Tuesday, August 17, 2021	Last day for Graduate School to clear student for Summer/August 2021 graduation.
Thursday, August 19, 2021	Last day for Registrar's office to clear student for Summer/August 2021 graduation

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 Summer/August 2021 graduation by Tuesday, August 17, 2021 by the Graduate School and/or by Thursday, August 19, 2021 by the Registrar's office the student will need to re-apply for Fall/December 2021 graduation or a later semester and pay the 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*