

Late Petition for Graduate Graduation and Commencement Participation

Directions: Complete this petition to waive graduation application deadlines. Application approval is not guaranteed and approval does not indicate actual awarding of the degree.

A final audit will be completed by your college to determine graduation eligibility.

Submit the completed petition to your Advisor for approval and signatures.

Approval is not guaranteed and is strictly at the discretion of your College.

Student's Name*:

MyUTSA ID:

*The name printed on your diploma will be your UTSA legal name. [Click here](#) to view the Diploma Name Policy (PDF)

Telephone Number:

Email address:

Term of Graduation: Spring (May) Summer (August) Fall (December) Year:

Degree Sought: MASTER'S DOCTORAL

Major(s):

Minor(s):

Concentration(s):

I am planning to participate in the Commencement ceremony*: Yes No

Summer Graduates: Master's students graduating in the Summer may attend either the May or December commencement ceremonies. Please select which ceremony you would like to attend:

May December

**After September 15th or February 15th deadlines, student's name may not be in the Commencement Program. Inclusion in the commencement program or participation in commencement exercises does not mean completion of degree requirements or actual awarding of the degree. Diplomas will list your degree, major, and final honors, if applicable. A minor and concentration will appear on your official transcript, but will not appear on your diploma. Diplomas will be mailed approximately sixty days following the close of the semester. [Click Here](#) for more information concerning graduation or commencement.*

Diploma Delivery Option: I would like to pick up my diploma

I would like my diploma mailed

If your diploma address changes, update it on the "Personal Information" menu in ASAP no later than two weeks following the end of the semester.

Diploma Mailing Address:

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

UTSA OFFICE USE ONLY:

Date: _____ Received By: _____ Processed By: _____

Justification to Waive University Requirements for Application Deadlines

Why do you believe the waiver is warranted?

Signature*:

Date:

*Electronic signature - typing your name will suffice as an authentic signature. This form does NOT need to be printed and scanned.

UTSA OFFICE USE ONLY:

Advisor:

Approved

Denied for the following reasons:

Signature:

Date:

Dean in College of Major:

Approved

Denied for the following reasons:

Signature:

Date: