

## Release of Degree Information

Master's and doctoral candidates who have applied for graduation in the current semester may request a Letter of Degree Completion (Work in Progress) or a Letter of Degree Completion (Work Completed).

*Any hold(s) on a student's record must be cleared prior to processing this request.*

Name – First Last :

Banner or myUTSA ID:

Preferred Email :

Phone :

Choose which letter type:

Letter of Degree Completion - Work In Progress

- Intend to complete degree in current semester
- Enrolled in all remaining courses to fulfill degree requirements
- Cleared all admission conditions
- Will complete thesis, comprehensive exam or dissertation by the end of the current semester
- Are in good academic standing

Letter of Degree Completion - Work Completed

- Graduated and received degree from the UTSA

Choose how to receive your completed letter:

Email

Pick up from HCAP Dean's Office

Mail to:

Address

City

State

Zip Code

By checking here, I authorize The UTSA College for Health, Community and Policy to issue the Letter of Degree Completion for Works in Progress or Work Completed.

Student Signature

Please save form and send to [HCAP@utsa.edu](mailto:HCAP@utsa.edu) with "LDC Request" in subject line. Alternatively, you may print and drop off at the HCAP Dean's office for processing.