

## Applying for Graduation and Participation in Commencement

In order to graduate and participate in commencement activities, students must apply for graduation during the semester they plan to graduate. It is the responsibility of the student to ensure completion of all degree requirements as listed on the degree audit and required by the department. It is also the student's responsibility to apply for graduation by the published deadline posted on the University Academic Calendar. That date, as well as other deadline dates and instructions outlining how to apply for graduation, are posted on The Graduate College website each term and communicated via the *GradBulletin*, social media, and the academic calendar. For further information, contact The Graduate College at 512-245-2581 or visit The Graduate College website (<https://www.gradcollege.txst.edu/>).

## The Difference Between Participating in Commencement and Graduating

"Graduating [receiving a diploma]" and "participating [walking across the stage]" in the commencement ceremony are two distinctly different things. Candidates will be considered "graduated" when they have officially met all of the following:

1. have applied for graduation online by the posted semester deadline
2. have had their application approved by The Graduate College
3. have completed all degree requirements
4. have had final semester grades posted to their Texas State transcript
5. have paid any outstanding fees owed to the University
6. Graduate College Dean, has certified candidates as graduates

Participating in the ceremony does not mean that a candidate has completed the requirements for graduation. "Walking/participating" at a commencement ceremony is not synonymous with "graduation;" yet the act of obtaining public recognition may provide a false impression that a candidate has met all requirements and has therefore "graduated" with a diploma in hand.

Ultimately, the final awarding of degrees, honors, and mailing of the diplomas is contingent upon the satisfactory completion of the appropriate requirements by each candidate and the Graduate Dean's final certification.

### Letter of Completion

If students fail to apply for graduation by the published deadline date, a letter of completion may be requested. Students must submit a new graduation application by the published deadline on the University Academic Calendar, and the diploma will be mailed the following term.

### Reapplication for the Degree

If students fail to complete degree requirements in time for their planned graduation, they must then reapply for the next (or later) graduation within the period announced on the University Academic Calendar.

## Comprehensive Examination

All candidates for graduate degrees must pass one or more comprehensive examinations, either written, oral, or both, covering at least the field of concentration and the thesis or dissertation if one is written. Students seeking more than one degree must take a comprehensive examination for each degree major. The examination for

a master's degree may not be taken until the student has completed at least 18 semester hours of graduate degree credit and may not be taken before the final term if the student has a grade deficiency.

Students must be enrolled in at least one credit hour of coursework when taking the comprehensive examination. If a student has completed all required coursework in a previous semester but still needs to complete the comprehensive examination, the student should enroll in GC 5100: Comprehensive Examination Contingency. GC 5100 is a course designed for non-thesis master's degree students who have completed all program requirements except the comprehensive examination, and enrollment in GC 5100 is required each term in which the comprehensive examination is taken **only if no other courses are being taken that term**. GC 5100 does not generate a grade and does not count toward degree requirements.

F-1 non-immigrant international students must contact the International Office at 512-245-7966 to verify that they are in lawful F-1 status, especially if the comprehensive examination is the final requirement remaining.

Arrangements for the examination may be made with the student's graduate advisor or the department chair. The Master's Comprehensive Examination form should be filed in The Graduate College by the last day of the term as published on the academic calendar. The department is responsible for submitting the report to The Graduate College.

## GPA Requirements for Graduation

To be eligible for graduation, a student must have a GPA of at least 3.0 for each major and minor/cognate listed on the degree audit. A final course grade of "C" or higher is required for any graduate course that could be applied towards a graduate degree at Texas State. Some degree programs may call for higher minimum GPA and/or course grade requirements. In addition, no grade earned below "B" on any graduate course may apply toward a doctoral degree at Texas State with the exception of the Doctor of Physical Therapy program.

### Background/Leveling Work

Background/leveling work is not computed in the graduation GPA requirement, nor is graduate-degree credit granted for background work for the degree to be earned.

### Incomplete Grades

Incomplete grades should be cleared through the University Registrar's Office **at least ten days before the commencement for which the degree is to be conferred**.

## Hours Requirements

Graduate degree programs range from 30-99 hours of coursework. Master's degree programs require a minimum of 30 semester credit hours with a maximum of 69. Students obtaining certification may be required to complete additional hours.

Doctoral students should refer to the appropriate departmental section of this catalog for specific credit hours to satisfy degree requirements. Doctoral degree programs range from 46-99 semester credit hours.

### Residency Requirement

Texas State University has specific guidelines regarding the number of hours that can be transferred in (see the section of this catalog on transfer credit (<http://mycatalog.txstate.edu/graduate/registration-course-credit/course-credit/>)). With appropriate justifications, exceptions can be granted by the dean of The Graduate College. However, at least

one-third of credit hours required for a graduate or a post-baccalaureate professional degree must be earned through instruction at Texas State. In addition, doctoral students must satisfy a one-year residency requirement: This means that doctoral students, as part of their required hours of coursework, must take at least 18 graduate credit hours offered by Texas State during consecutive fall, spring, and summer terms. These courses can be offered in any format (face-to-face, online, hybrid). In other academic years, doctoral students can be enrolled in fewer hours. This is to ensure a substantial engagement with the subject area, ideally at the beginning of their studies.

## **Recommendation for the Degree**

The dean of The Graduate College certifies candidates for graduation after the completion of all requirements for the appropriate graduate degree and with the approval of the departments concerned. Degrees are conferred publicly at the close of the fall term, the spring term, and the summer term.