

Instructions for Graduation Deadline Exception

This form is for students who did not adhere to a posted deadline and have received special permission with exceptional circumstances, to still apply for graduation even after the published late deadline has passed.

This request **must** be received by the Office of Records and Registration before final grades post for the graduating term.

- This form must be completed in its entirety
- The Advisor will need to confirm degree requirements are met and assess reason for request
- Submit the form to the appropriate Dean's Office for evaluation
- After the Dean's Office signs off on the request, they will **email** the form to the Office of Records and Registration via gradteam@uta.edu, within a timely manner, for final review

Reminder: Make sure you retain a copy for your records.

Note: All students should adhere to the Application for Graduation Deadlines posted at, <http://www.uta.edu/records/graduation/deadlines.php>

**University of Texas at Arlington
Office of Records and Registration
Graduation**

Box 19088 · 129 Davis Hall
701 South Nedderman Drive
Arlington, TX 76019-0088

Phone: 817-272-3372
Fax: 817-272-2332
Email: gradteam@uta.edu

The University of Texas at Arlington
Request For a Graduation Deadline Exception

This form is for students who did not adhere to a posted deadline and have received special permission with exceptional circumstances, to still apply for graduation even after the published late deadline has passed. After the Dean's Office signs off on the request, they will **email** the form to the Office of Records and Registration via gradteam@uta.edu for final review. If the form is incomplete or lacking required information, it will automatically be denied and the student will have to submit a new request.

Name of Student: _____ Date: _____
Last name First Name

UT Arlington ID: _____ Academic Career: Bachelor Master Doctoral

School/College of Study: _____ Program: _____ Dept: _____

Reason for request: _____

If the Graduation Deadline Exception request is approved, acknowledge by checking each statement that the student named above understands and accepts all of the following conditions:

Student is responsible for the original application fee (\$40) plus the late fee (\$60).

There is a possibility that the student's name will not be listed in the current commencement booklet and is dependent upon the date Records receives and processes request.

If participating in a future commencement ceremony, the students name will not appear in the commencement booklet.

The student has completed the graduation application for the subsequent term in MyMav.

Student Signature

By the signatures below, the Dean's Office and the Advisor, are in agreement that the candidate listed above meets the degree requirements to graduate at the end of the current term and the student's graduation application term can be changed.

Name (typed)	Signature	Date (mm/dd/yy)
_____ Office of the Dean	_____	_____
_____ Advisor	_____	_____

Advisor Only	Dean's Office Only	Records and Registration Only
Received by: _____	Received by: _____	Received by: _____ Date: _____
Date: _____	Date: _____	Processed by: _____ Date: _____
Processed by: _____	Processed by: _____	Approved Notes:
Date: _____	Date: _____	Denied
Final MAP Satisfied	Move to term: _____	

Office of Records and Registration
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Phone: (817) 272-3372 ♦ Fax: (817) 272-3223 ♦ Email: gradteam@uta.edu