GAPA Meeting

• Eligibility and How Apply Online
• Petitions
• Advisor Resources
Graduate Students

• We receive and process Late/Reapplications.
• Evaluate and approve Grad Credit Petitions
• Final evaluation done through the Graduate School.
  • Notified to award and post degree

Contact Information

• Phone: 801-581-7642
• Location: 302 Park Building
• Website: http://gradschool.utah.edu

• Graduation Questions:
  • Darci Rollins
  • gradrecords@gradschool.utah.edu
When am I Eligible?

- Link is activated when a student’s supervisory committee is entered into grad school tracking.
- Link is active until the last day of classes for the term.
- Joint Degrees & BS/MS – must apply for each major/degree individually
- CGC – submit CGC form along with Late/Reapplication form to registration and records.
  - Eligibility is added once committee members have been entered for new program

Exceptions:
- Student is at a discontinued status

Can it be manually added? Yes, if for some reason the student doesn’t receive eligibility automatically.
- Student sends an email from UMAIL to request eligibility is added.
How to Apply for Graduation

Graduate Students apply online through CIS

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: Engineering (GR)

University of Utah | Graduate Semester

Degree: Doctor of Philosophy
Major: Mechanical Engg PHD
Applying After the Deadline

- Must receive approval from Graduate School to accept late application form.
  - Either email from Darci Rollins or her initials/signature on physical form.
- Accepted only from student
  - UMAIL
  - Fax
  - In Person
**Final Evaluation**

**When:** First round of degrees are awarded on Conferral Date of term.

**What:** Graduate School has given final approval.

**Communications:**
- Emails for both Awarded and Denied Degrees to UMAIL.
- Graduation Tracking updated with status.
- Email sent from printer to UMAIL when diploma is mailed.
Graduate Credit Petitions

- Submit request during first semester as matriculated graduate student.
  - Grades for requested courses must be posted
  - Require a B grade or better
- Up to 12 hours requested, as long as it is not being used to meet Undergraduate Degree Requirements.
- Only one request is accepted for consideration.
• Limited to 2 Courses or up to 6 credit hours of work, as long as the requested work is/was not used to meet Undergraduate Major Requirements.
  • May be retroactively granted
• Not needed for Non-Matriculated Career work.
  • Grad Advisors apply to Grad School Tracking.
  • Contact Darci Rollins for questions or help on how to do this.
• Requires signatures from the Department Chair and Head of Undergraduate Major Department.
Graduate Credit in Degree Audit

- Grad Credit taken on a Undergrad career stays
  - Marked as being flagged grad credit.

### SUMMARY OF COURSES TAKEN AT THE UNIVERSITY OF UTAH

<table>
<thead>
<tr>
<th>COURSES FLAGGED GRADUATE CREDIT</th>
<th>9.00 HOURS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA15 ME EN6510</td>
<td>3.0 B Finite Elements</td>
</tr>
<tr>
<td>FA15 ME EN6700</td>
<td>3.0 A Int Fluid Dynamics</td>
</tr>
<tr>
<td>SP15 ME EN6830</td>
<td>3.0 A Aero Propulsion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>U OF U CONCURRENT ENROLLMENT COURSES</th>
<th>3.0 HOURS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA07 PHYS 2015</td>
<td>1.0 A General Physics Lab I</td>
</tr>
<tr>
<td>FA08 CHEM 1070</td>
<td>1.0 A Adv Place Chem Lab I</td>
</tr>
<tr>
<td>FA08 CHEM 1080</td>
<td>1.0 A Adv Place Chem Lab II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALL UNDERGRADUATE U OF U COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FA09 MUSC 1911</td>
<td>1.0 A Lsns I Non Maj Brass</td>
</tr>
<tr>
<td>SP15 MUSC 2100 FF</td>
<td>3.0 A Hist of Rock'n Roll</td>
</tr>
<tr>
<td>SP15 MUSC 3600 IRFF</td>
<td>3.0 A World Music</td>
</tr>
<tr>
<td>FA09 MUSC 4450</td>
<td>3.0 A Marching Band</td>
</tr>
<tr>
<td>FA09 WRTG 2010 WR2</td>
<td>3.0 A Intermediate Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALL GRADUATE U OF U COURSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>THESE COURSES CANNOT BE USED FOR UNDERGRADUATE</td>
<td></td>
</tr>
<tr>
<td>GENERAL EDUCATION OR BACHELOR DEGREE REQUIREMENTS.</td>
<td></td>
</tr>
<tr>
<td>18.00 HOURS EARNED</td>
<td></td>
</tr>
<tr>
<td>FA16 ME EN6250</td>
<td>3.0 IP Programming for Engin</td>
</tr>
<tr>
<td>SP16 ME EN6520</td>
<td>3.0 A- Composite Mafls</td>
</tr>
<tr>
<td>SP16 ME EN6960</td>
<td>3.0 B Design of Experiments</td>
</tr>
<tr>
<td>SP16 ME EN6975</td>
<td>3.0 CR &gt;R Masters Thesis</td>
</tr>
<tr>
<td>FA16 ME EN6975</td>
<td>3.0 IP &gt;R Masters Thesis</td>
</tr>
<tr>
<td>FA16 ME EN7500</td>
<td>3.0 IP Engr Mat'l Science</td>
</tr>
</tbody>
</table>

- Graduate level courses taken on Grad Career.
Advisor Resources

Graduation & Commencement

www.graduation.utah.edu

• A to Z Index
• Academic Calendars
• Leave of Absence
• Student Forms

Information
• Requirements
• Second Bachelor’s Degree
• Conferal of Degree
• Honors at Graduation
• Diploma Tracking & Replacement
• Frequently Asked Questions for Undergraduate Students

Deadlines

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>Fall (December)</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring (May)</td>
<td>Nov 1</td>
</tr>
<tr>
<td>Summer (August)</td>
<td>Apr 1*</td>
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*Applications received by March 1st will have names included in the Spring Convocation Programs.

Commencement/Convocation Ceremonies