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

Graduation

Apply for Graduation

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

Apply for Graduation

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
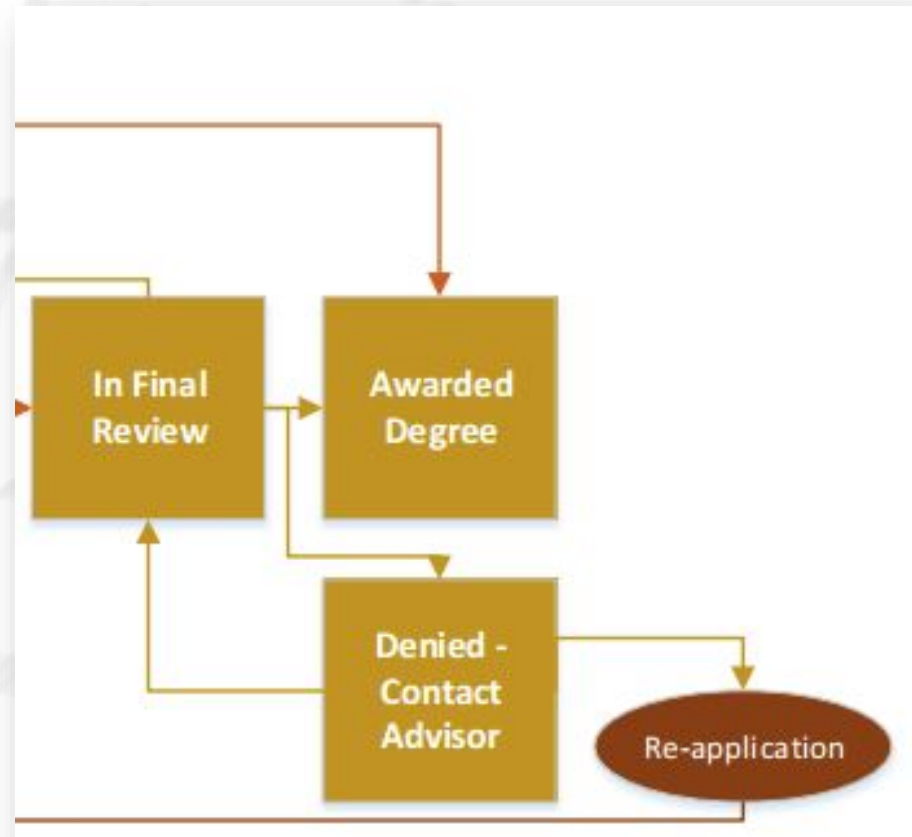 - UMAIL
  - Fax
  - In Person

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.

Request for Graduate Credit in BS/MS Program

The University of Utah
Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 •
801-581-7852 • fax 801-585-7860 • graduation@utah.edu • Student Services Bldg, Window 15
This document is accessible when opened in Adobe Reader. If you do not already have it, it is free on the Adobe website.

Undergraduate students in the BS/MS program are allowed to select up to 12 credit hours of graduate level courses (5000 level or above) taken while still classified as an undergraduate student to be used in partial satisfaction of the requirements for the graduate degree. Questions regarding this procedure should be directed to the Registrar's Office or your departmental advisor.

- Requested courses will remain on the undergraduate record but will be recorded as graduate credit to be used toward the graduate degree. Graduate credit may only be granted if a B or better was earned in the specified courses and is not used toward Undergraduate requirements. Only one request is eligible for consideration.
- Courses used to earn the undergraduate degree may not be used toward a graduate degree, nor may courses used to earn the graduate degree be used toward an undergraduate degree.
- Students who drop out of the BS/MS program cannot use requested credits toward an undergraduate degree and are not guaranteed acceptance of these credits toward a graduate degree.
- BS/MS candidates are responsible to register for remaining undergraduate courses on the undergraduate career and graduate courses on the graduate career.

Instructions:

- Complete this "Request for Graduate Credit in BS/MS Program" form & obtain Graduate Advisor approval.
- Return this request to the Registrar's Office, Graduation Division, during your first semester as a matriculated student.
- Allow up to 4 weeks to be reviewed & check your Degree Audit or Unofficial Transcripts to determine if graduate credit has been awarded.

Student Information:

Student Name _____   Student I.D.# _____

Undergraduate Major _____   Expected Graduation Term _____

Courses Requested for Graduate Credit:

Department	Course Number	Hours	Term/Yr Taken

I understand that any changes made to my academic record as a result of submitting this form are final and may not be reversed at a later date.

Student Signature _____   Date _____

Grad Advisor Approval Signature _____   Date _____

- 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.

Undergraduate Petition for Graduate Credit

The University of Utah
Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 •
801-581-7852 • fax 801-585-7860 • graduation@utah.edu • Student Services Bldg, Window 15

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Undergraduate students may be allowed to select certain graduate-level courses (5000 level or above) taken while enrolled as an undergraduate student for graduate credit.

- Credit used to earn the undergraduate degree may not be counted toward a graduate degree.
- No more than two (2) courses or up to six (6) semester hours may be approved for graduate credit.
- Students are encouraged to seek approval from the dean of the Graduate School prior to registering for the course. Retro-active graduate credit may only be granted if a B or better was earned in the specified courses and the courses were taken no more than three years prior to the petition.

Instructions:

Seek approval from the Department Chair of each course in which you would like Graduate Credit.

Obtain approval from your Undergraduate Major Department and if needed, your Undergraduate Minor Department

Complete this form and return to the Registrar's Office, Graduation Division.

Student Information:

Student Name _____   Student I.D. _____

Major and Degree _____   Expected Graduation Term/Yr _____

Class(es) Request

Term/Year	Department	Catalog #	Semester Hours	Grade Given	Department Chair Approval

I understand that any changes made to my academic record as a result of submitting this form are final and may not be reversed at a later date.

Student Signature _____   Date _____

The courses requested for graduate credit are not required of the above named student for the bachelor's degree insofar as the undergraduate major and/or minor departments are concerned.

Head of Undergraduate Major Department Signature _____

Head of Undergraduate Minor Department Signature _____

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

COURSES FLAGGED GRADUATE CREDIT

9.00 HOURS EARNED

FA15	ME EN6510	3.0	B	Finite Elements
FA15	ME EN6700	3.0	A-	Int Fluid Dynamics
SP15	ME EN6830	3.0	A	Aero Propulsion

U OF U CONCURRENT ENROLLMENT COURSES

3.00 HOURS EARNED

FA07	PHYS 2015	1.0	A	General Physics Lab I
FA08	CHEM 1070	1.0	A	Adv Place Chem Lab I
FA08	CHEM 1080	1.0	A	Adv Place Chem Lab II

ALL UNDERGRADUATE U OF U COURSES

FA09	MUSC 1911	1.0	A	Lsns I Non Maj Brass
SP15	MUSC 2100 FF	3.0	A	Hist of Rock'n Roll
SP15	MUSC 3600 IRFF	3.0	A	World Music
FA09	MUSC 4450	3.0	A	Marching Band
FA09	WRTG 2010 WR2	3.0	A	Intermediate Writing

ALL GRADUATE U OF U COURSES
THESE COURSES CAN NOT BE USED FOR UNDERGRADUATE
GENERAL EDUCATION OR BACHELOR DEGREE REQUIREMENTS.

18.00 HOURS EARNED

FA16	ME EN6250	3.0	IP		Programming for Engin
SP16	ME EN6520	3.0	A-		Composite Mat'ls
SP16	ME EN6960	3.0	B		Design of Experiments
SP16	ME EN6975	3.0	CR	>R	Masters Thesis
FA16	ME EN6975	3.0	IP	>R	Masters Thesis
FA16	ME EN7500	3.0	IP		Engr Mat'l Science

- Graduate level courses taken on Grad Career.

Advisor Resources

Graduation & Commencement

APPLY FOR UNDERGRADUATE DEGREE

APPLY FOR GRADUATE DEGREE

APPLY FOR DENTISTRY DEGREE

Information

- Requirements
- Second Bachelor's Degree
- Conferral of Degree
- Honors at Graduation
- Diploma Tracking & Replacement
- Frequently Asked Questions for Undergraduate Students

Deadlines

Graduation Term	Due Date
Fall (December)	July 1
Spring (May)	Nov 1
Summer (August)	Apr 1*

*Applications received by March 1st will have names included in the Spring Convocation Programs.

Commencement/ Convocation Ceremonies

Advisor Resources ⬅

www.graduation.utah.edu

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