

Instructions for Graduate Degree Reapplication:

1. Verify your major and degree are listed correctly in Campus Information Services.
2. Complete the Reapplication for Graduate Degree.
3. Work with your departmental advisor to ensure all candidacy information is entered into the Graduate Tracking System and inform him/her that you intend to apply for graduation with the Registrar's Office. Review the courses and non-course requirements (e.g. Comprehensive Exam, Thesis, etc.) needed to satisfy your degree.
4. Verify that all applicable transfer work has been posted to your academic record prior to the last day of the term in which you have applied to graduate.
5. Review your transcript to make sure all coursework has been completed. If any I or T grades remain, contact the instructor of each course to ensure a grade change is submitted prior to your final semester.
6. Submit your completed reapplication to the Registrar's Office, Graduation Division, Window 15. Picture ID is required, however a faxed (801-585-7860) or mailed reapplication is acceptable.
7. Ensure you have submitted all required documentation to the appropriate graduate office such as:
 - Comprehensive Exam and/or Language Verification (if required)
 - Non-Thesis or Thesis Final Exam.
 - Submission of defended manuscript for format approval
 - Submission of final 3 copies for thesis release
8. Log into Campus Information Services (CIS) at cis.utah.edu to verify your Personal Graduation Information. Your diploma will be sent to the mailing address on record in CIS. It is your responsibility to keep this information up-to-date.
9. Check your UMail account for updates and information regarding progress toward your degree. All official communication from the University is sent via UMail.

*Reapplications should be submitted no more than one year in advance and no later than the beginning of the graduation term.

Diplomas will be mailed directly to graduates within 45 days after graduation, provided that ALL GRADUATION REQUIREMENTS HAVE BEEN MET. It is your responsibility to work with your department and the Graduate School to ensure that you have met all of the graduation requirements.

If you have any questions concerning your graduation reapplication, please contact the Graduation Division at graduation@sa.utah.edu. Questions regarding policies, procedures, or requirements should be directed to your department or the appropriate graduate office.

It is your responsibility to inform the Registrar's Office, Graduation Division if you will not complete your requirements during the semester you have applied to graduate.

You can be charged with a violation of the Student Code if you forge signatures, alter, or misuse University documents.
