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**TO ALL CANDIDATES FOR SPRING 2018 GRADUATION:**

1. **General Plan.** The Spring 2018 Commencement exercises will be held in the Steinke Physical Education Center on Friday, May 18, 2018. There will be three ceremonies 10:00 a.m., 1:00 p.m. and 4:00 p.m. Seating will be reserved for degree candidates and faculty; seating of all guests, however, will be on an unreserved, first-come, first-serve basis.

**10:00 a.m.**

College of Agriculture, Natural Resources and Human Sciences  
College of Arts and Sciences

**1:00 p.m.**

College of Business Administration  
College of Education and Human Performance

**4:00 p.m.**

Frank H. Dotterweich College of Engineering

2. **Commencement Day.** Candidates will assemble in the Steinke Physical Education Center ONE hour prior to graduation. There will be NO university-wide rehearsal. Check with your respective college to determine if a rehearsal is planned.

3. **Caps and Gowns.** Bachelors' and masters' gowns may be purchased at the Texas A&M University-Kingsville Bookstore during regular store hours. Caps and gowns should be purchased no later than 2 MONTHS prior to graduation in order to guarantee a proper fitting robe. If you need to purchase or rent a doctoral gown, contact the Bookstore as soon as possible. These are made specifically for the individual and therefore take extra time. If you have any questions, please call 593-2601.

4. **DVDs.** A video of the commencement will be produced by the staff of the Texas A&M University-Kingsville Radio/Television Unit. An order table for the DVDs will be set up in the foyer of the SPEC. You may order one or several DVDs for \$30 each, including tax and shipping, prepaid by cash or check. DVDs will be shipped to your home and should arrive within six weeks. For further information, you may contact the Radio/Television Office at (361) 593-3489.

5. **Photos.** Flash Photography is the university's official photographer. You will be contacted directly by Flash Photography via postal services or email with proofs of your pictures and an opportunity to order them. For further information, you may contact the Office of Student Affairs (361) 593-3612.

6. **Absolute Deadline for All Grades for Graduation.** All grades for candidates for graduation must be in the Office of the Registrar by 12:00 noon, on **Monday, May 21, 2018.** **Candidates taking courses from other universities must arrange to meet this deadline.** The deans will attempt to notify candidates who fail to complete their degree requirements. Please be available so you can be reached by telephone on Friday, May 25, 2018.

7. **Diplomas.** ***Once grades are submitted and graduation verified, diplomas will be mailed out within four to ten weeks after commencement.***

8. **Incomplete Grades or Change of Grades.** Any student who has an **I** in a course from a previous semester or term is responsible for completing the course no later than May 14, 2018, and reminding his/her instructor that the final grade must be submitted to the Office of the Registrar no later than 12:00 noon on May 21, 2018. The removal of an **I** and any other grade changes must be reported by the student to his/her Dean on or before this date.

9. **Repeated Courses.** All candidates must file a "Request for Adjustment of Repeated Courses" form to update their GPA and grades. The form is available for download on the Office of the Registrar webpage at <http://www.tamuk.edu/registrar/forms1.html>. This form should be marked "May 18, 2018 Graduation" and submitted to the Javelina Enrollment Services Center no later than May 21, 2018. Courses being repeated this semester should also be included so that all changes may be made on your academic record in time for the final graduation check-out. If you have any questions, call 593-2811.

10. **Thesis and Dissertations.** The deadline for filing final hard copy of thesis and dissertation research papers and final requirements to the Graduate Studies Office is April 28, 2018.

11. **Research Projects and Comprehensive Examination for Graduate Students.** Master's candidates must arrange with their Research Advisor and/or Graduate Coordinator to complete their comprehensive examinations in time for a report to be submitted to the Graduate Office no later than May 17, 2018. If you have any questions, call 361- 593-2808.

12. **Fees and Fines.** All library fees or other fines due to the University must be paid before commencement on May 18, 2018.

13. **In Absentia Graduation.** All candidates are expected to be present to receive their diplomas. If it is not possible for you to attend the commencement ceremony, your degree can be awarded **in absentia** provided you notify the Office of the Provost and Vice President for Academic Affairs **in writing** by May 14 and give sufficient reason for non-attendance. You may fax your absentia notice to: 361-593-3107.

14. **Tuition Rebates for Undergraduate Students.** The state of Texas is providing financial incentives for students who complete their undergraduate degrees by attempting no more than three (3) hours in excess of the minimum number of semester credit hours required for the degree. Eligibility requirements and application for the rebate are located at <http://www.tamuk.edu/academicaffairs/forms/tuitionrebatecomplete.pdf>.

The rebate for eligible students is a maximum of \$1,000. To apply for the rebate, please complete the application and submit to your academic dean prior to graduation.

**15. General Property Deposit.** Each student pays a one-time charge of \$10 to insure the institution against losses, damages, and breakage in libraries and laboratories. Texas A&M-Kingsville collects the \$10 General Property Deposit the first semester in which a student enrolls. This is a refundable charge and is available upon request after the student graduates or withdraws less any loss, damage, or breakage caused by the student. Application forms and instructions are available in the Business Office.

Sincerely,

A handwritten signature in cursive script that reads "George Allen Rasmussen".

**George Allen Rasmussen, Interim Provost and  
Vice President for Academic Affairs**