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**TO ALL CANDIDATES FOR FALL 2024 GRADUATION**

**1. General Plan:** The Fall 2024 Commencement exercises will be held in the Steinke Physical Education Center on Friday, December 13, 2024. There will be two ceremonies at 10:00 a.m. and 2:00 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.**

**Arts and Sciences  
Education and Human Performance  
Office of Undergraduate Studies**

**2:00 p.m.**

**Agriculture and Natural Resources  
Business Administration  
Engineering**

**2. Crossing the stage:** Only the graduating student will be allowed to lineup in the processional and cross the stage, unless arrangements have been made through Student Accessibility Services. All family and guests must remain in their seats during the ceremony.

**3. Graduation Walk:** The policy of the university is for students to participate in commencement the semester their degree is completed. There is no option for participating in an earlier or later commencement ceremony.

**4. 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, December 16, 2024.** 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, December 20, 2024.**

**5. Diplomas:** *Once grades are submitted and graduation verified, diplomas will be mailed out within six to ten weeks after commencement.* Make certain your mailing address is correctly listed in Blue and Gold Connection. **Due to the holiday break, diplomas will be ordered after the first of the year.** Please note that the university only ships diplomas to addresses within the United States. If you reside outside the U.S., you will need to make alternative arrangements for receiving your diploma. We recommend using a reliable mail forwarding service or providing a U.S. shipping address. While the United States Postal Service (USPS) is accurate and dependable most of the time, occasionally diplomas are damaged. We are unable to insure USPS deliveries. If your diploma arrives damaged, it can be reprinted for a fee of \$25.00. **Diploma**

**folders will only be given to candidates participating in a commencement ceremony and are not available for purchase.**

**6. Graduating with honors:** Please note if you are planning to graduate with honors grade changes must be processed and approved within one week from graduation date. Once the Registrar's Office completes end of term process, grade changes that could impact your honors, may not get updated.

**7. 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 December 4, **2024**, 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 **December 16, 2024**. 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.

**8. Repeated Courses:** All candidates must file a "Request for Adjustment of Repeated Courses" form to update their GPA and grades. The form is available on the Office of the Registrar webpage at <http://www.tamuk.edu/registrar/forms.html> and should be submitted to the Office of the Registrar no later than **December 6, 2024**. 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 (361) 593-2811.

**9. Thesis and Dissertations:** The deadline for submitting final thesis and dissertation manuscript and final requirements to the College of Graduate Studies Office is **November 21, 2024**.

**10. Research Projects and Comprehensive Examination for Graduate Students** Master's candidates must arrange with their Research Advisor and/or Graduate Coordinator to complete their research project and comprehensive examinations in time for the required documents to be submitted to the College of Graduate Studies via DocuSign by no later than **December 10, 2024**. If you have any questions, call (361) 593-2809.

**11. Fees and Fines:** All library fees or other fines due to the University must be paid before commencement on **December 13, 2024**.

**12. 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 at your earliest convenience. 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 (361) 593-2601.

**13. 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.

**14. In Absentia Graduation:** All candidates are expected to be present at their commencement ceremony. If it is not possible for you to attend the ceremony, your degree can be awarded in absentia provided you notify the Office of the Provost and Senior Vice President for Academic

Affairs in writing by **December 9, 2024**, and give sufficient reason for non-attendance. You may email your absentia notice to: [provost@tamuk.edu](mailto:provost@tamuk.edu).

**15. 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/files\\_aa/forms/tuitionrebatecomplete.pdf](http://www.tamuk.edu/academicaffairs/files_aa/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**.

**16. Special Accommodations and Service Animals:** If you are a graduating student and require special accommodations, please contact the Office of the Provost at (361) 593-3106 or [provost@tamuk.edu](mailto:provost@tamuk.edu). A [Student Graduation Assistance Request Form](#) should be completed at least one month prior to commencement activities. Only Service Animals will be permitted to walk with the graduating student. No Emotional Support Animals will be allowed in the ceremony. While every effort will be made to accommodate assistance needs, the university may be unable to fulfill last-minute requests. If you have any questions, please call (361) 593-3106 or email [provost@tamuk.edu](mailto:provost@tamuk.edu).

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Palmer", is positioned above the typed name.

**James M. Palmer, Ph.D.**  
**Provost and Senior Vice President for Academic Affairs**