The University of Texas at Arlington

Request For a Graduation Application Deadline Exception

This form is for students who did not adhere to a posted deadline and have received special permission with exceptional circumstances, to still apply for graduation even after the published deadline has passed. After the academic dean's office signs off on the request, they will **email** the form to the Office of the Registrar via gradteam@uta.edu. If the form is incomplete or lacking required information, it will automatically be denied and the student will have to submit a new request.

Name of Student: _____ Date: _____

Last name First Name

UT Arlington ID: _____ Academic Career: ☐ Bachelor ☐ Master ☐ Doctoral

School/College of Study: _____ Program: _____ Dept: _____

Reason for request: _____

_____

If the Graduation Application Deadline Exception request is approved, acknowledge by checking each statement that the student named above understands and accepts all of the following conditions:

☐ Student is responsible for the original application fee ($40) plus the late fee ($60).

☐ There is a possibility that the student's name will not be listed in the current commencement booklet and is dependent upon the date Gradteam receives and processes request and if the student has FERPA restrictions.

☐ If participating in a future commencement ceremony, the students name will not appear in the commencement booklet.

☐ The student has completed the graduation application for the subsequent term in MyMav.

_____

Student Signature

By the signatures below, the academic dean's office designee and the Advisor, are in agreement that the candidate listed above meets the degree requirements to graduate at the end of the current term and the student's graduation application term can be changed.

Advisor Only	Received by: _____	Date: _____	☐ Final MAP Satisfied
	_____ Advisor, Name	_____ Advisor, Signature	Date: _____
Dean's Office Only	Received by: _____	Date: _____	Move to term: _____
	_____ Office of the Dean, Name	_____ Office of the Dean, Signature	Date: _____
Gradteam Only	Received by: _____	Date: _____	☐ Applied for Graduation
	Processed by: _____	Date: _____	☐ Group ☐ Term ☐ Fees ☐ Entry

Office of the Registrar: Graduation Team
701 S. Nedderman Dr ◆ 129 Davis Hall ◆ Box 19088 ◆ Arlington, TX 76019-0088
Phone: (817) 272-3372 ◆ Fax: (817) 272-3223 ◆ Email: gradteam@uta.edu

You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.