GENERAL GRADUATION REQUIREMENTS

Application for Graduation

Applying for Graduation
A student must apply for graduation by the published deadline date posted on the University Academic Calendar. That date, as well as other deadline dates, and instructions outlining how to apply for graduation are posted on The Graduate College website each term. For further information regarding the graduation application deadline, contact The Graduate College at 512.245.2581 or visit our website at: http://www.gradcollege.txstate.edu/Current_Students/Graduation.

Letter of Completion
If a student fails to apply for graduation by the published deadline date, a letter of completion may need to be issued and the student’s diploma will be mailed the following term.

Reapplication for the Degree
If a student fails to complete the degree requirements in time for his or her planned graduation, the student should notify The Graduate College. The student must then reapply for the next (or later) graduation within the period announced in the University Academic Calendar for degree application.

REMEMBER, IT IS THE STUDENT’S RESPONSIBILITY TO ENSURE THAT ALL GRADUATION REQUIREMENTS HAVE BEEN MET.

Comprehensive Examination
All candidates for graduate degrees must pass one or more comprehensive examinations, either written, oral, or both, covering at least the field of concentration and the thesis or dissertation if one is written. Students seeking more than one degree must take a comprehensive examination for each degree major. The examination for a master’s degree may not be taken until the student has completed at least 18 semester hours of graduate degree credit and may not be taken before the final term if the student has a grade deficiency. Master’s degree students may take the comprehensive exam without being enrolled in course work. However, an F-1 non-immigrant international student must contact the International Office at 512.245.7966 to verify that he or she is in lawful F-1 status, especially if the comprehensive examination is the final requirement remaining to complete his or her academic program.

Arrangements for the examination may be made with the student’s graduate advisor or the department chair. The Master’s Comprehensive Examination form or the Dissertation Defense Report form must be filed in The Graduate College at least ten days before the commencement at which the degree is to be conferred. The department is responsible for submitting the report to The Graduate College.

GPA Requirements for Graduation
To be eligible for graduation, a student must have a GPA of at least 3.0 for each major or minor/cognate listed on the degree audit. Some degree programs may also call for higher minimum requirements. A final course grade of “C” or higher is required for any graduate course that could be applied towards a graduate degree at Texas State. In addition, no grade earned below “B” on any graduate course may apply toward a doctoral degree at Texas State.

Background/Leveling Work
Background/leveling work is not computed in the graduation GPA requirement, nor is graduate-degree credit granted for background work for the degree to be earned.

Incomplete Grades
Incomplete grades should be cleared through the Registrar’s Office at least ten days before the commencement for which the degree is to be conferred.

Hours Requirements
Graduate degree programs range from 30-99 hours of course work. Most master’s degree programs require a minimum of 36 semester credit hours with a maximum of 80. Students obtaining certification may be required to complete additional hours.

Doctoral students should refer to the appropriate departmental section of this catalog for specific credit hours to satisfy degree requirements.

Residency Requirement
Doctoral students must satisfy a one-year residency requirement defined as 18 graduate credit hours (as part of the required hours of course work) taken in residence at Texas State during consecutive fall, spring, and summer terms.

Recommendation for the Degree
The dean of The Graduate College certifies candidates for graduation after the completion of all requirements for the appropriate graduate degree and with the approval of the departments concerned. Degrees are conferred publicly at the close of the fall term, the spring term, and the second summer session.