

Late Graduation Application Appeals

A **Late Graduation Application Appeal** is the process of considering if a student is eligible for degree conferral after the official deadline listed on the academic calendar. A student's appeal will only be reviewed due to extenuating circumstances, including medical reasons. If granted, the Office of the Registrar will apply the student for term and communicate next steps.

Appeals for Late Graduation can be accepted on a rolling basis; however, outcomes may vary depending on commencement and conferral deadlines. Beyond this time frame, the student will need to apply to graduate the following eligible term for degree conferral.

Examples of appropriate circumstances for an appeal include:

- New employment (recent offer letter of employment must accompany the appeal)
- Death of the student or of an immediate or very close family member (death certificate or official obituary notice must accompany appeal)
- Medical issues (documentation on an official medical authority's letterhead must accompany the appeal)
- Severe family circumstance/hardships (supplemental documentation required)

There are some examples of circumstances that will NOT be considered for an appeal:

- Unaware of graduation application deadline (listed on Academic Calendar)
- Failure to remember to apply for graduation
- Uncertainty to apply for graduation (students are required to meet with their academic advisor prior to/during their graduating term)

What does a student need in order to file a Late Graduation Application appeal?

- The student must complete and submit the Late Graduation Application Appeal form below, with all accompanying documentation to the Registrar's Office by either:
 - Emailing the appeal package to Graduation@untdallas.edu;
 - Delivering a hard copy package to the Student Solutions Center in the Student Center Building; or
 - Mailing to:
University of North Texas at Dallas
ATTN: Registrar's Office
7300 University Hills Blvd
Dallas, TX 75241-4605

The Late Graduation Application Appeals Committee does not take phone calls or schedule one on one appointments. Each appeal is reviewed by the committee within 30 days of receipt. A student submitting an appeal will be notified via email of the final decision of the committee.

All decisions of the committee are final.

Late Graduation Application Appeal Form

Student name: _____

Student ID: _____

Email: _____

Telephone number: _____

Term for appeal: _____

Reason for Appeal:

Apply to Graduate

Participate in Commencement Ceremony

Both

** Please submit a detailed statement below explaining what you are appealing and why. Attach any supporting documentation that will assist with your case.

Student Signature: _____

Date: _____

Appeal Committee Decision

Date: _____

Appeal Approved

Appeal Denied

Appeal Committee Comments: