



SCHOOL of
PUBLIC HEALTH



Office of Student & Academic Services

3500 Camp Bowie Blvd., EAD-716
Fort Worth, TX 76107
Phone: 817.735.2401
Fax: 817.735.2619
Toll-Free: 877.868.7741
sph@hsc.unt.edu

GRADUATION PROCEDURES FOR STUDENTS COMPLETING THE THESIS SPRING 2009

For students who have submitted their Intent to Graduate form for the Spring 2009 semester and listed the Thesis as their Culminating Experience, the following information should be used to guide you through the graduation process. If at any time you have questions or concerns, please contact the SPH Office of Student & Academic Services. As we strive to improve the graduation process, please provide any suggestions in the appropriate section of the online Survey of Graduating Students—thank you in advance.

Important Dates to Remember

Draft of thesis must be submitted to the Center for Academic Performance in EAD-255 to ensure that the document meets the school's Formatting Requirements.	April 17, 2009
All course work must be completed and grades of "I" removed for candidate to be eligible for graduation. Any academic requirements not met by this date will make the student ineligible for graduation and subject to registration the following semester.	May 1, 2009
Last day for degree candidates to complete all requirements for graduation and submit their graduation packet to the Office of Student & Academic Services in EAD-716	May 1, 2009
Commencement	May 16, 2009

Thesis Graduation Packet Requirements

During the Graduation Information Session you will receive a packet of information and a "filing" envelope. Please complete all of the required information and submit the following materials to the SPH Office of Student & Academic Services by **5:00 PM on Friday, May 1, 2009**. All forms are available at <http://www.hsc.unt.edu/education/sph/forms.cfm> under the "Graduation" section. Please remember all forms should be typed.

- 1 copy of thesis including Signature Page and *Oral Defense Form*.
- Upload thesis to Proquest (link will be e-mailed to you on April 1).
- Degree Candidate Information Form* (Please type form and submit via e-mail or print).
- Electronic Document Filing Form* (Please type form).
- CD (submit inside a jewel case or sleeve) containing PDF of thesis **and** abstract with your name on cd.
- Graduation Clearance Form* (see attached).
- Survey of Graduating Students <http://survey.hsc.unt.edu/SPHGraduation> (available April 1).
- Graduation Directory Survey (link will be e-mailed to you from Alumni Affairs).

Commencement Announcements

Commencement announcements are available through the Office of the Registrar for approximately \$1.25 each with a minimum order of 10 announcements. Please see attached Commencement Announcement Order Form. Watch for emails in the Spring semester or check the Registrar's website at <http://www.hsc.unt.edu/departments/registrar/default.htm> for information related to Commencement.

Academic Regalia

Academic regalia may be rented or purchased through the UNT Health Science Center Office of the Registrar. Only regalia obtained through the UNTHSC may be worn at the Commencement ceremony. Regalia for Master's candidates may be rented for approximately \$42.00.

Office of the Registrar
UNT Health Science Center
3500 Camp Bowie Boulevard
Fort Worth, TX 76107-2699
(817) 735.2202

Diploma

For students graduating in the Summer or Fall semesters, the Registrar's office will mail each graduate's diploma to the address provided on the Degree Candidate Information Form. Typically, this will occur three to four weeks after the grades are submitted by faculty and the final transcripts have been verified.

For students graduating in the Spring semester, diplomas will be available at Commencement. If you are unable to attend Commencement, your diploma will be mailed to you after the ceremony at the address provided on the Degree Candidate Information Form.

Policy on Students Transferring Courses from Another Institution

Students who complete graduate work at another institution and request that it be applied toward a graduate degree at the UNT Health Science Center will need to provide the School of Public Health with an official transcript from the institution where the transfer course work was earned. Because of the time required to receive official transcripts, students who complete their last course(s) at another institution will not be conferred their degree at the end of the semester in which the work is completed, but will receive their degree the conclusion of the following semester.

Address Changes After Graduation

Graduates may change their mailing address or other contact information with the institution by contacting Krista Gordon, MPH, Assistant Director of Alumni Development, UNT Health Science Center by sending an email to kgordon@hsc.unt.edu or calling 817.735.5493.



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GRADUATION CLEARANCE FORM FOR STUDENTS COMPLETING THE THESIS SPRING 2009

Listed below are signatures that you must obtain before your diploma will be released. Please have this form signed by the designated individuals and submit to Office of Student & Academic Services (EAD 716) with the completed graduation packet.

Date

Student's Name (Please Print)

Student's EMPLID (not SSN)

DEPARTMENT CHAIR:
(Collect any departmental property)

Department Chair or Designate

MAJOR PROFESSOR:
(Including IRB Clearance, if required)

Major Professor

ACADEMIC SUPPORT: EAD-255
(Formatting Requirements)

Katy Lee Kemp

STUDENT FINANCIALS:
EAD-226/228
*(Graduation Fees and
Student Account Balance)*

Student Financials Staff

FINANCIAL AID: EAD-247

Financial Aid Office

CAMPUS POLICE:
*(Collect ID and Keys, clear
parking violations, etc.)*

Administrative Coordinator

**INTERNATIONAL
STUDENTS ONLY:**
EAD- 238

Andy Axsom, Coordinator of Student Development