

**Are you planning to graduate in December 2018?  
A Check List of Things You Must Do and DEADLINES!!!!**

- A. Go online or check with an advisor to make sure that you have met all course requirements needed for graduation. You can do this by going to Howdy and completing a Degree Evaluation. Also make sure all of your degree information is correct, minors, options etc. **If you need to have a minor added or removed this needs to be done before you apply for graduation.**
- B. You must APPLY for graduation. To apply for graduation please go to <http://howdy.tamu.edu> and under the MyRecord tab select the "Apply for Graduation" link in the Degree Evaluation box. You may **BEGIN to apply on Wednesday, August 15, 2018.** This will also add the graduation fee to your tuition/fees statement. **The DEADLINE to apply without a late fee is 5:00 p.m. on September 28, 2018. You are encouraged to apply early (no later than the first week of classes) so potential problems can be found early!**
- C. If you are taking a class this semester by correspondence, online at another school, or at Blinn or another college, you need to show proof of enrollment to Degree Audit in the General Services Complex by **November 16, 2018.** For more information go to. [Graduation - Graduation Checklist](#) Your application will be cancelled if you do not show this proof of enrollment.
- D. If you are taking a class or classes this semester elsewhere, an **official transcript** will need to be received by TAMU showing that you passed the course or courses by the Thursday before graduation to have a diploma in your tube. If the transcript is NOT here, you can still walk the stage (provided you had shown proof of registration for the class by the deadline - see C above), but instead of a diploma, your tube will contain a letter describing what you will need to do to receive your diploma. You will have until the deadline date stated in this letter to get an official transcript to TAMU and still receive a diploma that says you graduated in December 2016. If you miss this deadline, you must reapply for graduation, pay the diploma fee again, and you will NOT receive your diploma until May 2019 (your diploma will say you graduated in May 2019).
- E. Students who earn a TAMU GPR of 3.5 or higher might qualify to graduate with Latin honors. Students are required to complete a minimum of 60 passed hours at Texas A&M University, Texas A&M University at Galveston, or Texas A&M University at Qatar. For additional information, please visit - <http://graduation.tamu.edu/Graduating-Students/Honors-Graduates>
- F. If you are missing a transcript from work previously completed at another school, you must show proof (the same as in C above) AND you must have an official transcript sent to TAMU prior to the Thursday before graduation. When you request the transcript, note the date you requested it on a calendar, wait about ten days and then check to see if TAMU has received the transcript. If they haven't, you will need to ask your other school to send it again. Keep checking on this. Do not assume that since you asked, it will be done!

- G. If you are taking KINE 199 to meet a degree requirement, you must take this course **pass/fail**. You will NOT clear for graduation if you take KINE 199 for a grade!
- H. Review the information about graduation found at <http://graduation.tamu.edu/>. This is where you can find information regarding your CAP and GOWN and Graduation Announcements (invitations).
- I. Keep reading our News Blog! In late November, we will have our graduation survey online and ready for you to complete and submit online. If you fail to complete and submit this survey, we will place a transcript hold on your record.
- J. TUITION REBATE. Undergraduate students wishing to apply for the \$1000 Tuition Rebate can find the application on the My Record tab in **Howdy**. **The application must be submitted prior to 5:00 p.m. on the Friday of commencement week.** If you have any questions, please contact the Tuition Rebate Specialist in the Office of the Registrar, General Services Complex, 750 Agronomy Rd., Suite 1501 in College Station, Texas, at, <http://registrar.tamu.edu/Catalogs,-Policies-Procedures/State-Policies/Tuition-Rebate> or call 979-845-1085.
- K. If you are enrolled in less than 12 hours your final semester, TAMU will consider you a full-time student **if** you have applied for graduation, and are meeting all degree requirements, and are clear of any fiscal holds. You cannot be taking courses elsewhere to meet any degree requirements. To be flagged as a full-time student, send an email to [records@tamu.edu](mailto:records@tamu.edu) with “**Graduating Senior**” in the subject line. Your email request must be from your TAMU account and include your full name, date of birth and UIN. Full-time status is important for insurance, scholarships, and student grants and loans. **Just because TAMU flags you as a full-time student does not mean that others outside of the university will consider you a full-time student.** It is your responsibility to check with others to see if you will meet full-time status with less than 12 hours
- L. You must pass **all** of your courses required for your degree and meet your GPR requirements to clear the final degree evaluation run the night before graduation.

GPR requirements:

- For Agribusiness majors: You must have a cumulative GPR of at least a 2.0; a GPR in major of at least a 2.0; AND a GPR in your Common Body of Knowledge classes (CBK’s) of at least a 2.0.
- For Ag Economics majors: You must have a cumulative GPR of at least a 2.0 AND a GPR in major of at least a 2.0.

Good luck and Congratulations to each of you!!!!

Dr. Boadu, Amy, Carissa, Donna A., Donna C., Shelby, Zach, Amelia and Amber  
(The Undergraduate Office Team)