

School Procedures of the University of North Texas Health Science Center	Chapter 15 – School Procedures Student Affairs, Education, and Funding
15.212 SBS - Graduation Requirements	

It is the responsibility of the student to stay abreast of progress toward the degree and to file the necessary forms in the School of Biomedical Sciences' Office of Student and Academic Services. All students are required to file an Intent to Graduate form. Graduate students must also file an Intent to Defend form. Consult the Academic Calendar for the deadlines. A graduate students' final cumulative grade point average must be at least a 3.0 , and an undergraduate students' final cumulative grade point average must be at least a 2.5. to qualify for graduation. All fines, fees, and holds must be cleared before the diploma is issued. Due to the time required to receive and process transcripts for transfer credit, students who complete their final course(s) necessary for graduation at an outside institution will be eligible for graduation in the semester following course completion.

Application.

This procedure applies to all SBS candidates for graduation.

Definitions.

None.

Procedures and Responsibilities.

1. Consult the Academic Calendar for final dates for payment of fees and meeting other graduation requirements.
Responsible Party: Student.

2. Student must submit all required materials, including Intent to Graduate and Intent to Defend forms (if applicable) to the SBS Office of Student and Academic Services.
Responsible Party: Student.

3. Degree audit is performed by SBS to verify that all degree requirements have been met.
Responsible Party: SBS Office of Student and Academic Services.

4. Results of degree audit are communicated to the Registrar's Office.
Responsible Party: SBS Office of Student and Academic Services.

5. Diploma will be mailed to the graduate.

Responsible Party: Office of Registrar.

References and Cross-references.

Approved: February 2004

Effective: August 2004

Revised: June 2022