

## TO ALL CANDIDATES FOR FALL 2024 GRADUATION

**1. General Plan:** The Fall 2024 Commencement exercises will be held in the Steinke Physical Education Center on Friday, December 13, 2024. There will be two ceremonies at 10:00 a.m. and 2:00 p.m. Seating will be reserved for degree candidates and faculty; seating of all guests, however, will be on an unreserved, first-come, first-serve basis.

### **10:00 a.m.**

**Arts and Sciences  
Education and Human Performance  
Office of Undergraduate Studies**

### **2:00 p.m.**

**Agriculture and Natural Resources  
Business Administration**

**Engcommencement the semester their degree is completed. There is no option for participating in an earlier or later commencement ceremony.**

**4. Absolute Deadline for All Grades for Graduation:** All grades for candidates for graduation must be in the Office of the Registrar by 12:00 noon. on **Monday, December 16, 2024.** Candidates taking courses from other universities must arrange to meet this deadline. The deans will attempt to notify candidates who fail to complete their degree requirements. Please be available so you can be reached by telephone on **Friday, December 20, 2024.**

**5. Diplomas:** Once grades are submitted and graduation verified, diplomas will be mailed out within six to ten weeks after commencement. Make certain your mailing address is correctly

**folders will only be given to candidates participating in a commencement ceremony and are not available for purchase.**

**6. Graduating with honors:** Please note if you are planning to graduate with honors grade changes must be processed and approved within one week from graduation date. Once the Registrar's Office completes end of term process, grade changes that could impact your honors, may not get updated.

**7. Incomplete Grades or Change of Grades:** Any student who has an **I** in a course from a previous semester or term is responsible for completing the course no later than December 4, **2024**, and reminding his/her instructor that the final grade must be submitted to the Office of the Registrar no later than **12:00 noon on December 16, 2024**. D,


Affairs in writing by **December 9, 2024**, and give sufficient reason for non-attendance. You may email your absentia notice to: [provost@tamuk.edu](mailto:provost@tamuk.edu).

**15. Tuition Rebates for Undergraduate Students:** The state of Texas is providing financial incentives for students who complete their undergraduate degrees by attempting no more than three (3) hours in excess of the minimum number of semester credit hours required for the degree. Eligibility requirements and application for the rebate are located at [http://www.tamuk.edu/academicaffairs/\\_files\\_aa/forms/tuitionrebatecomplete.pdf](http://www.tamuk.edu/academicaffairs/_files_aa/forms/tuitionrebatecomplete.pdf).

The rebate for eligible students is a maximum of \$1,000. To apply for the rebate, please complete the application and submit to your **academic dean prior to graduation**.

**16. Special Accommodations and Service Animals:** If you are a graduating student and require special accommodations, please contact the Office of the Provost at (361) 593-3106 or [provost@tamuk.edu](mailto:provost@tamuk.edu). A [Student Graduation Assistance Request Form](#) should be completed at least one month prior to commencement activities. Only Service Animals will be permitted to walk with the graduating student. No Emotional Support Animals will be allowed in the ceremony. While every effort will be made to accommodate assistance needs, the university may be unable to fulfill last-minute requests. If you have any questions, please call (361) 593-3106 or email [provost@tamuk.edu](mailto:provost@tamuk.edu).

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Palmer", is written over a grey rectangular redaction box. To the left of the signature, there is a small, colorful graphic element consisting of several small squares in various colors (red, green, blue, yellow).

**James M. Palmer, Ph.D.**  
**Provost and Senior Vice President for Academic Affairs**