

Release of Degree Information

Master's and doctoral candidates who have applied for graduation in the current semester may request a Letter of Degree Completion (Work in Progress) or a Letter of Degree Completion (Work Completed). Request the former if you are intending to complete your degree in the current semester; are enrolled in all remaining courses to fulfill degree requirements; have cleared all admission conditions; will complete your thesis, comprehensive examination, or dissertation by the end of the semester; and, are a student in good academic standing. Request the latter if you have already completed all courses that fulfill degree requirements; cleared all admission conditions; completed your thesis, comprehensive examination, or dissertation; and, are a student in good academic standing.

Any hold(s) on a student's record must be cleared prior to processing this request.

Choose which letter type:

- Letter of Degree Completion - Work In Progress
 Letter of Degree Completion - Work Completed

Name - First, Last :

Banner or myUTSA ID:

Preferred Email :

Phone :

Choose how to receive your completed letter.

- Pick up from COPP Dean's Office
 Mail to:

Address

City

State

Zip Code

- By checking here, I authorize The UTSA College of Public Policy to issue the Letter of Degree Completion for Works in Progress or Work Completed.

Student Signature

Please save form and send to copp@utsa.edu with "LDC Request" in subject line. Alternatively, you may print and drop off at the COPP Dean's office for processing.