

## COLLEGE OF ENGINEERING GRADUATION CHECKLIST

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Student U#: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

(List Only One Degree/Minor per Checklist) Graduating Term: \_\_\_\_\_ Year: \_\_\_\_\_  
 Department Name: \_\_\_\_\_  
 Degree Sought or Minor: \_\_\_\_\_

*Graduate certificates must be applied for through the department that offers that certificate program.*

\*Include only the courses needed to graduate for the above degree/minor.

Course Subject & Number	Course Title	Credit Hours	Minimum Grade Req'd
<i>*Courses the term BEFORE your Graduating Term:</i>			
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

*\*Courses DURING your Graduating Term: (Note to graduate students – you must be enrolled at least 2 hrs. Undergraduate students – apply for grade forgiveness if possible.)*

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

*INCOMPLETE Courses (ones with an "I" grade) to be completed before the end of your graduating term:*

1.	_____	_____	_____
2.	_____	_____	_____

I understand any incomplete, missing or non-approved CHANGED information may result in graduation DENIAL. I understand that I am responsible for knowing and meeting the degree requirements and that advising is here to assist me with meeting this responsibility. At the beginning of my final semester, I will review my Degree Works audit to insure that all requirements are met including hours earned. With approval of my Department Advisor, I WILL complete the online graduation application form. I know that I must register separately to attend Commencement and/or the Induction to the Profession graduation ceremonies. I will read overleaf for additional information.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE COMPLETED BY DEPARTMENT OFFICE			
Comments/Conditions: _____			
_____			
<b>Check if Met or Applies:</b>	<b>UNDERGRADUATE</b>	<b>GRADUATE</b>	<b>OTHER</b>
FLENT	_____	Thesis/Dissertation	_____
Summer Hours	_____	Project/Portfolio	_____
Gordon Rule	_____	Coursework Only	_____
Honors College	_____	Comprehensive Exam	_____
DegreeWork Updates Attached	_____	MS Continuing to PhD	_____
		Exit Interview	_____
		Keys/Obligations	_____
		Accelerated Prog. Form	_____
		Career and Graduate School Mentoring	_____
<b>Reviewed &amp; Approved by:</b> _____			<b>Date:</b> _____

TO BE COMPLETED BY COLLEGE OFFICE

Certified Date: \_\_\_\_\_ Not Certified because: \_\_\_\_\_

## Students keep a copy of the checklist and this page for your records.

### Check before Graduation

---

- Grades:** All incomplete "I" grades must be cleared. Note: All "I", "IF", and "M" grades turn to a permanent "F" at graduation. Inform your professors that this is your graduating semester so all of your grades are submitted on time. Check your GPA and grades in OASIS.
- Transferring Courses:** Appropriate transfer courses **must** be approved and posted to your record well in advance of your graduation. Taking courses at another institution during your graduating term is discouraged. If you must take degree required courses at another institution during your graduating term, immediately after you receive your grades, electronically submit a transcript or pick up and hand-deliver a sealed transcript to Pat Homer in Engineering Student Services, ENC 1302. Failure to post your transfer credit in a timely manner will result in denial of graduation.
- Accelerated Grad. Prog.:** Students in the Accelerated Graduate (5 year) Program must complete the Accelerated Program Progression Application with this graduation checklist form for the Bachelor's degree. The form is available online at <http://www.grad.usf.edu/accelerated.php>.

### Graduation Ceremonies:

---

- University:** Students must register to participate in the University Commencement Ceremony. Visit <http://www.usf.edu/commencement/> for all official USF commencement information and instructions.
- College:** Students will receive an invite to attend the College of Engineering Induction to the Profession. You must respond to the invite and register for the ceremony to attend. Please contact Catherine Burton at (813) 974-3782 for more information. Note: The Induction to the Profession ceremony is held in the fall and spring only. Students graduating in summer may attend the ceremony in May or December.

### Cancelling Graduation:

---

We encourage students to cancel their graduation application with Engineering Student Services ASAP if - for any reason - you will not complete your degree requirements. Remember to reapply as there is no automatic rollover for graduation applications! Note: International students cannot cancel their graduation if all requirements for the degree have been met the semester they have applied for without express approval of an International Services advisor.

### Certification of Graduation:

---

Students participating in graduation ceremonies are doing so before graduation certification is finalized. All potential graduates are subject to final approval or denial by the College of Engineering. This final certification is completed after semester grades are posted. Grades are posted one week after the graduation ceremony. Certification Letters are mailed approximately four to six weeks after commencement. If your degree was certified, you will be notified via USF e-mail and your diploma will be mailed to you by the Registrar's Office approximately eight weeks after commencement.

### Denial of Graduation:

---

Denial notifications are sent via e-mail, so continue to check your USF e-mail after the term has ended. If you are denied graduation, it is your responsibility to reapply for graduation the next semester you are eligible and by the deadline dates. There is no automatic graduation application roll-over. You must fill out a new application and checklist each time.

### International Students:

---

It is your responsibility to know the rules and regulations for credit hours that you must take to stay in compliance with your student visa each semester until you graduate. It is not the department's responsibility to know these regulations or to enforce them. International students who do not follow regulations may find that they may be required to retroactively enroll for needed credit hours in order to stay in compliance. There will be NO tuition waivers granted in these cases. **It is up to you to know the rules for your program. You must check with International Services regarding USCIS regulations. If you have questions, ask!**

Note: International students cannot cancel their graduation if all requirements for the degree have been met the semester they have applied for without express approval of an International Services advisor.