

**GRADUATE PROGRAM
GRADUATION CERTIFICATION CHECK LIST**

Last: _____ First: _____ MI: _____ U ID#: _____
 Department: _____ Graduating Semester/Year: _____ / _____ Degree: _____
 Contact Phone Number: _____ E-mail Address(es): _____

I. Course(s) the term **BEFORE** the semester of Graduation:

--For Department Use Only--

	Course	Prefix No.	Title	Hours	REQUIRED FOR GRADUATION?
1)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___
2)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___
3)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___
4)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___
5)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___
6)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___

II. Course(s) the semester **OF** Graduation:

--For Department Use Only--

	Course	Prefix No.	Title	Hours	REQUIRED FOR GRADUATION?
1)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___
2)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___
3)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___
4)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___
5)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___
6)	_____	_____	_____	_____	YES ___ NO ___ GRADE ___

III. Course(s) with Incomplete "I" grades to be cleared before graduation:

- _____ to be completed by _____
Date and Instructor _____
- _____ to be completed by _____
Date and Instructor _____

Are you a graduating Master's student admitted to and continuing in the Ph.D. program? YES NO
 Are you enrolled in the 5-year program? YES NO
 If completing Thesis/Dissertation, is the Supervisory Committee Form complete and final? YES NO
 Do you have outstanding obligations to Department, College, or University? YES NO
 (Example: Keys, software, etc.) Graduation will not be certified until obligation is cleared.

Do you plan to be certified for a minor or certificate program at graduation? YES NO If yes, which _____
 Note: Review of requirements for minors and certificate programs was not included in this graduation check. If you answered yes to the question above, paperwork must also be completed in the department offering the minor or certificate as part of the graduation application process.

I understand any incomplete, missing or non-approved CHANGED information on this checklist will result in graduation DENIAL. This graduation application and checklist does not include enrollment for commencement. I need to register separately to attend the graduation ceremonies.

Student's Signature _____ Date _____

TO BE COMPLETED BY DEPARTMENT OFFICE (Do not leave any area blank.)

I have reviewed this student's records and certify that upon successful completion of the outlined courses above and supplemental conditions, all graduation requirements will be met.

COMMENTS/SUPPLEMENTAL CONDITION(S): _____

DEGREE - _____
 THESIS: YES ___ NO ___
 PROJECT: YES ___ NO ___
 COURSEWORK ONLY YES ___ NO ___
 COMPREHENSIVE EXAM YES ___ NO ___
 Ph.D. DISSERTATION YES ___ NO ___

Major Professor or Graduate Coordinator's Signature _____

 Chairperson's Signature (required for LATE application) _____ Date _____

TO BE COMPLETED BY COLLEGE OFFICE

MAJOR: _____ USF HRS: _____ TRANS HRS: _____ G.P.A.: _____

STUDENTS PLEASE KEEP THIS PAGE AS A RECEIPT THAT YOU HAVE SUBMITTED YOUR APPLICATION
Make copies of all your Forms/Applications to keep for your records.

Date Received/Graduating Term: _____

Department Stamp:

FOR GRADUATION:

1. All "I" grades MUST be cleared.
NOTE: All "I", "IF", and "M" grades turn to a PERMANENT "F" at graduation. Graduating semester grades MUST be in by grading deadline so INFORM your professors this is your graduating semester.
2. Appropriate transfer courses MUST be approved and posted to your record. This must be done 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.
3. Check your GPA and make sure all course work/degree requirements have been or will be met by graduation.
4. Students in the Accelerated Graduate (5 year) Program must graduate with both the Bachelor and Master degrees simultaneously. Therefore, remember to submit two graduation applications - one for the Bachelor degree and one for the Master degree.
5. Master or PhD students must be enrolled for two (2) credit hours their graduating term.

If you are canceled or denied graduation for any of the above, 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 each time.

CANCELLATION OF 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 ISSS advisor*.

GRADUATION CEREMONIES:

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

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, your diploma will be mailed to you by the Registrar's Office approximately eight weeks AFTER commencement.

INTERNATIONAL STUDENTS:

It is your responsibility to know the rules and regulations for credit hours you must take to stay in compliance with your I/20 and your student visa for 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 INS/ISSS 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.

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 ISSS advisor*.

We will state again: It is up to you to know the rules for your program. You MUST check with ISSS regarding INS regulations. If you have questions, ask!