

## 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
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\*Courses the term BEFORE your Graduating Term:

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

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

### Check before Graduation

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- 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 :

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- 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:

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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:

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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