COLLEGE OF ENGINEERING GRADUATION CHECKLIST - GRADUATE STUDENTS

Last Name:	**First Name:**
Student U#:	**E-mail Address:**
Graduating Term and Year:	**Catalog Year:**
Department Name:	
Degree Sought:	
Concentration(s) (If applicable):	

List courses in graduating term:
(minimum 2 thesis/dissertation hrs. for MS thesis/PhD students; minimum 2 graduate level hrs. for non-thesis MS students)

3-Letter Course Subject & Number (example: CGN 7980)	Course Title	Credit hrs
1.		
2.		
3.		
4.		
5.		

Student initials, indicating agreement:

_____I have applied for graduation through Student Self-Service.

_____I understand any incomplete, missing, or non-approved information may result in graduation DENIAL.

_____I understand that I am responsible for knowing and meeting the degree and graduation requirements.

_____I have read the information on the next page.

Student's Signature: _____ **Date:** _____

TO BE COMPLETED BY GRADUATE PROGRAM STAFF

	Graduate Catalog degree requirements, including all items here, have been checked. Date checked <mark>early</mark> in the semester: _____ By (initials)_____	Graduate Catalog degree requirements, including all items here, have been checked. Date checked for final certification (after grades post): _____ By (initials)_____
Student has applied for graduation in Banner (SHADGMQ)		
Student major / degree match (this checklist / SGASTDN / SHADGMQ)		
Student concentration(s) match (this checklist / SGASTDN / SHADGMQ)		
Student registered in Banner for at least 2 graduate credit hours		
Any transfer courses showing as transferred on USF transcript		
Minimum hours for degree are showing on the USF transcript		
No grade below C is being used to meet degree requirements		
No I or M grades on transcript		
Overall GPA 3.0 or above *and* Program GPA 3.0 or above		
Comprehensive exam successfully passed (MS non-thesis students)		

TO BE COMPLETED BY GRADUATE PROGRAM DIRECTOR AFTER STAFF FINAL REVIEW

Award ☐

The student has met all degree requirements and the degree can be awarded.

Deny ☐

The student's graduation application is denied for this semester.

Reason(s) for denial:

Final Review and Decision Signature: _____ **Date:** _____

Students Must Check:

Major/Concentration(s): Degree information, including Major and Concentration(s), must be correct in Student Self-Service **before applying for graduation**, since the graduation application will not be automatically updated if changes are made after applying.

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 Student Self-Service.

Transferring Courses: Appropriate transfer courses must be approved and posted to your record before your graduating term. Taking courses at another institution during your graduating term is discouraged. Failure to post your transfer credit in a timely manner will result in denial of graduation.

Thesis/Dissertation Students:

All Engineering MS Thesis and PhD students must follow the College of Engineering Thesis/Dissertation Guide at https://www.usf.edu/engineering/graduate/, which is updated every semester.

Graduation Ceremonies *(voluntary ceremonies; however, students must register to participate!):*

University: Visit http://www.usf.edu/commencement/ for all official USF Commencement information and instructions.

College: Students who have never participated and who have applied for graduation through Student Self-Service receive an invitation to attend the Coll of Eng Induction into the Profession. You must register for the ceremony to attend. Note: The Induction into 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:

Let your Department know if for any reason you need to cancel your graduation application. **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. 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 re-apply through Student Self-Service and submit the graduation checklist to your Department 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. I**t 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.