

APPLICATION FOR GRADUATION

UNIVERSITY OF SOUTH FLORIDA 2016-2017 UNDERGRADUATE CATALOG

In order to graduate, a student must submit an application for the bachelor's degree to the Office of the Registrar. The application must be submitted in the term of expected graduation by the deadline noted in the academic calendar for the student to be assured of availability of academic regalia for participation in the graduation ceremony, certification of graduation by the end of the term, inclusion of name in the graduation bulletin, and timely order of the diploma. Students who submit the application for graduation after the posted deadline, but prior to the last day of classes for the academic term, and who are determined to have met all graduation requirements in that semester may have their graduation posted that term. Students must note that when applying late, their application may not be processed before the next term's registration period if they have not met all degree requirements. Applications received after the last day of classes will result in the graduation being posted at the end of the following academic term.

If a student applies for graduation and is not approved, a new application for degree must be submitted for the new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

The application for the bachelor's degree is available from the student's college advising office. The application for an Associate in Arts degree is available from the Transitional Advising Center in Undergraduate Studies.

The application must first be certified (signed or stamped in the section, "Office Use Only") by the student's college (Transitional Advising Center for the A.A. certificate). The college retains one copy, and the student must submit the remaining copies to the Office of the Registrar prior to the graduation application deadline. Inquiries concerning approval or denial of graduation should be made to the appropriate college or to the Transitional Advising Center in Undergraduate Studies.

It is the student's responsibility to clear all "I" grades (incompletes) in courses required for graduation and to provide official transcripts of all transferred course work needed for graduation at least 3 weeks prior to the end of the term in which he/she expects to graduate.

A student applying for a second undergraduate major must do so within the same deadline set for applying for a degree.

A student applying for a minor must:

1. File a separate request for certification for the minor in the department of the minor during the semester of graduation;
2. Apply for the minor on the "Application for Degree," listing both the minor and college responsible for the minor on the application; and
3. Have no "I" grade in required courses.

For purposes of honors recognition at the ceremony, students must have a 3.50 GPA before the term in which they plan to graduate to have honors recognized publicly at the commencement ceremony.

Note: Some colleges ask students to file applications as early as the semester before anticipated graduation to help ensure that they will meet all graduation requirements in the semester in which they intend to graduate. Although applications will be accepted until the last day of classes for the semester of graduation, students applying late will jeopardize their chances of having met all requirements and may delay their graduation as a result.