In order to graduate, a student must submit an online application for the bachelor’s degree. 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.

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 coursework needed for graduation at least three (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.

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.
Posthumous Degrees or Degrees in Memoriam

The University of South Florida System institutions may award a posthumous baccalaureate, master’s or doctoral and medical degree to a student who was in good standing at the University at the time of his or her death and who had completed all substantive requirements for the degree.

Courses required for the degree, in which the students are enrolled at the time of his or her death, must have been completed to the satisfaction of the faculty so that passing grades might be posted. All other requirements must have been satisfied as well.

To award a thesis or dissertation degree, all courses must be completed as described above and the thesis/dissertation must be sufficiently complete to the satisfaction of the faculty so that certification of completion may be posted to the student’s record.

USF System institutions may award baccalaureate, master’s, doctoral, and medical degrees in memoriam to students who were in good academic standing at the time of his or her death.

Procedures for Award of Posthumous Degrees or Degrees in Memoriam

Departmental Chairs, or appropriate faculty members, on their own initiative or upon request of a student’s family, may recommend a posthumous, or an in memoriam degree, by forwarding the recommendation to the respective Dean of the appropriate college. If approved by the Dean, the request, accompanied by the supporting documentation, will be forwarded to the Dean of Undergraduate Studies or the Dean of Graduate Studies (respective to the degree type at USF or to the Chief Academic Officer at USF St. Petersburg or USF Sarasota/Manatee) for approval. If the Dean or Chief Academic Officer approves the recommendation, the institution’s Office of the Registrar will be notified. Posthumous degrees and in memoriam degrees may also be presented to the student’s family in an appropriate setting, which may include the ceremony held in fall and spring terms. A posthumous degree may be awarded at a commencement ceremony.

Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read “Bachelor of Arts in Memoriam”, “Bachelor of Science in Memoriam”, “Master of Arts in Memoriam”, etc., depending upon the degree the student was pursuing at the time of his or her death. Undergraduate students who have not chosen a major at the time of death will be awarded the “Bachelor of Arts in Memoriam”.

Honors at Graduation

To be considered for honors at graduation, a baccalaureate candidate must have completed at least 30 credits of graded upper-level coursework at USF and have earned a grade point average of 3.50 or higher for all graded coursework attempted at USF.

Candidates with a USF GPA of 3.50 or higher but below 3.70 shall receive a diploma designation of *cum laude* (with honor).

Candidates with a USF GPA of 3.70 or higher but below 3.90 shall receive a diploma designation of *magna cum laude* (with high honor).

Candidates with a USF GPA of 3.90 or higher shall receive a diploma designation of *summa cum laude* (with highest honor).

In addition, each Dean has the option to select, on the basis of exceptional achievement, one (1) percent of the college’s graduates or one (1) student per semester for graduating with distinction.

Undergraduate candidates with a USF GPA of 4.00 are recognized at the commencement ceremony as King O’Neal Scholars. They will be recognized during the ceremony and presented with a certificate and medallion from the Alumni Association.

For purposes of honors recognition at the commencement 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:**
- The GPA is not rounded up when determining honors at graduation (e.g., 3.69 is not the same as 3.70).
- USF’s grade forgiveness policy will not be applicable in computing the GPA for honors.
- Students with a record of academic dishonesty appearing on any transcripts may graduate from a degree program after meeting all degree requirements, but will not be eligible for honors at graduation, including the honor of graduating from the Honors College or a departmental honors program.
- Transfer courses and S/U graded courses are not utilized when calculating honors recognition.
- Post-baccalaureate students are not eligible for honors recognition.
- Honors recognition is printed on the University diploma.

Commencement
Commencement ceremonies are held at the end of each academic semester. Ceremonies are held three times a year in Tampa (Spring, Summer and Fall) with multiple ceremonies hosted in a day.

Students register to participate in a Commencement ceremony through the Commencement website, http://usfweb2.usf.edu/commencement/. Registration for that term’s ceremony is open on the first day of classes for that term.

Deadline for ceremony registration varies by campus. Registration is open to all students; however, doctoral candidates cannot participate in Commencement exercises until all requirements for such degrees have been fulfilled.

To apply to graduate (submit your application to graduate to receive your diploma), contact the Office of the Registrar. Students do not receive their diploma at the ceremony. Information regarding the ceremony will be mailed to students who apply to graduate by the end of the fourth week of the term. The list of student names published in the Commencement program is also taken from the list of students who applied to graduate by the end of the fourth week of the term. Students who have elected total privacy on their records will not have their names published in the Commencement program.

Commencement is a most dignified ceremony fitting for the accomplishment you have achieved. Academic regalia is required. Other than the cost of regalia, there is no fee to participate in a Commencement ceremony for graduates and their families and guests.

Additional information about Commencement can be found at http://usfweb2.usf.edu/commencement/ or by calling (813) 974-1816.