COLLEGE OF ENGINEERING GRADUATION CHECKLIST - GRADUATE STUDENTS

Last Name: _____   **First Name:** _____

Student U#: _____   **E-mail Address:** _____

Graduating Term: _____   **Year:** _____

Department Name: _____

Degree Sought: _____

Course Subject & Number	Course Title	Credit Hours
Courses DURING your graduating term: (Note - you must be enrolled at least 2 graduate credit hours)		
1.		
2.		
3.		
4.		
5.		
6.		
INCOMPLETE courses (ones with an "I" grade) to be completed before the end of your graduating term:		
1.		
2.		

I have applied for graduation through Oasis.
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 requirements.
I will read next page for additional information.

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

TO BE COMPLETED BY GRADUATE PROGRAM DIRECTOR

Award ☐	**Deny** ☐
The student has met all requirements and the degree can be awarded.	**The student's graduation application is being denied for this semester.** **Reason(s) for denial:**

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

TO BE COMPLETED BY COLLEGE OFFICE

Decision Forwarded to Registrar's Office: **College Certifying Officer Signature:** _____   **Date:** _____

Updated 2/27/2020

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

Check Before Graduation:

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. Failure to post your transfer credit in a timely manner will result in denial of graduation.

Thesis/Dissertation Students:

MS Thesis and PhD students must register for at least 2 thesis/dissertation hours the semester the manuscript is submitted to Graduate Studies (which is usually the semester of graduation). All Engineering 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 Oasis will receive an invitation to attend the College of Engineering Induction into the Profession. You must respond to the invitation and register for the ceremony to attend. **Please contact the Dean's Office at (813) 974-3782 for more information.** 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 Oasis 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.