

**Application for Degree must be received in the Office of the Registrar by the following deadlines:
DEADLINES FOR APPLYING FOR DEGREE FOR ACADEMIC YEAR 2004-2005**

***College Deadlines for Application may be earlier. Please read additional information below:**

<u>Semester</u>	<u>Deadline to Apply</u>	<u>Graduation Date</u>	<u>Tampa Campus Commencement Date</u>
Fall, 2004	September 17, 2004	December 10, 2004	December 11, 2004
Spring, 2005	February 4, 2005	May 6, 2005	May 7, 2005
Summer, 2005	June 10, 2005	August 12, 2005	August 13, 2005

* Please see the USF Graduate Catalog for additional Commencement dates.

- ö In order for a degree statement to appear on a student's academic record, an application for degree must be submitted whether or not participation in a commencement ceremony is desired.
- ö **College Requirements:** It is your responsibility to check with your college for additional graduation requirements and application deadlines.
- ö The **College of Engineering** requires all students to apply for graduation in the term **prior** to the anticipated graduation term. Necessary forms and instructions can be obtained in the Engineering Advising Office.

Important: A new application must be filed with Admissions Office, after graduation, if you wish to return to USF to seek another degree.

"I" Grade Policy for Degree-Seeking Graduate Students: It is your responsibility to clear all "I" grades earned after Summer Term 1992 prior to graduation. "I" grades not removed by graduation will convert to "IF" or "IU", whichever is appropriate, for final GPA calculations.

Current Term Courses: You must notify your college concerning any change or error in your schedule for the current term. This means any adds, drops, or a withdrawal. Contact the Registrar's Office if your name is not on a class roll.

Diploma Name: A change of name must be submitted on an official Change of Name Form with substantiating documents and attached to your application if the name you wish on your diploma is other than that on our records. It is also critical that you clearly indicate upper/lower case letters, accents and punctuation. If your name information is substantiated, your diploma will be ordered as requested on your application for degree.

Diploma Address: Please note that your diploma will be mailed four to six weeks after the graduation date and should therefore be mailed to a permanent address to avoid loss.

Financial Obligations: Obligations must be cleared prior to graduation or your diploma will be held upon request of the Cashier.

NDSL Loans: Exit interview is required. Diploma will be held for failure to comply with this requirement upon request of the Office of Finance and Accounting.

Transcripts: Transcripts with the degree statement will be available approximately four weeks after graduation. You will receive one complimentary transcript with your diploma. There is a \$8 per copy fee for each additional transcript requested.

This Application: Should be signed by your major professor/advisor and graduate program director/department chairperson before submission to the Office of the Registrar.

If you are applying for two degrees concurrently, you must complete an application for each.

IF YOU DO NOT GRADUATE, YOU MUST SUBMIT A NEW APPLICATION BY THE DEADLINE IN THE TERM IN WHICH YOUR DEGREE

Commencement Information: *Website - For additional Commencement ceremony information go to www.usf.edu/commencement.* Graduate Students will not participate in commencement exercises until all requirements for the degree sought have been fulfilled.

Privacy: If you have placed your records on privacy with the Registrar's Office and you wish to participate and be recognized publicly in the commencement program, you **must** notify the Registrar's Office in writing by the fourth week of the degree term.

Honors: All graduate students must maintain an overall grade point average of 3.000 or higher. Therefore, graduate students are not recognized for academic honors at commencement based on GPA.

Registration: A ceremony information postcard containing ceremony times and dates, will be mailed to your permanent address three weeks following the graduation application deadline. The postcard contains e-mail addresses, websites and telephone numbers for additional graduation and commencement information.

Your Application for Degree has been received by the Office of the Registrar.

Please retain this receipt for your records.

Application processed for _____ Semester 20 ____

Name and Local Address Must be Completed by the Student

Office Use Only
Initial _____
Date _____

