Applications for graduation must be received in your college advising office by the following deadlines:

*See your Advisor as some Colleges have additional graduation requirements and unique deadlines; e.g. the College of Engineering requires 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. College of Business applicants must submit the COB Graduation Application Worksheet with the degree application.

The degree college will sign or stamp your application and forward 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 for that term in which degree requirements will be met.

Important:

**“I” Grades and Transfer Work:** Clear all “I” grades for courses required for graduation and provide official hard copy transcripts of all transferrable course work needed for graduation at least three weeks prior to the end of term. “I” grades not removed by graduation will convert to “IF” or “IU” for final GPA calculation.

**Current Term Courses:** 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 critical that you clearly indicate upper/lower case letters, accents and punctuation.

**Diploma Address:** Your diploma will be mailed approximately six to eight weeks after the graduation date to your permanent address on file.

**Financial Obligations:** Outstanding balances must be cleared 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 Financial Aid Office requirement.

**Second Baccalaureate Degree:** For two concurrent degrees, complete an application for each. For a second USF Bachelor’s degree, graduation requirements include a minimum of 30 hours in on-campus courses in addition to the minimum 120 semester hours earned which apply toward the first degree.

**Transcripts:** Transcripts with degree statement(s) may be ordered for a fee approximately four weeks after graduation. A new application for admission to USF is required if, after graduation, you wish to return to USF.

**Commencement ceremony information is at www.usf.edu/commencement.** An application for degree must be submitted to your college advising office regardless of participation in the commencement ceremony.

**Privacy:** If you placed your records on privacy and you wish to participate and be listed in the commencement brochure, you must notify the Registrar’s Office in writing by the fourth week of the degree term.

**Honors:** To be considered for honors at commencement, a baccalaureate candidate must have completed at least 40 undergraduate credits of graded coursework at USF and have earned a grade point average of 3.500 or higher for all graded USF coursework attempted. In addition, to be eligible for honors, transfer students and USF students who have postsecondary work elsewhere must have an overall GPA of 3.500 or higher counting all USF courses as well as all transferable work attempted at other institutions. The forgiveness policy at USF or other institutions and plus/minus grades awarded at other institutions will not be applicable in computing the GPA for honors.

**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. Students participating in commencement ceremonies are doing so before graduation certification is finalized. All potential graduates are subject to final approval or denial by the College of their major. This final certification is not completed until after grades are posted and usually after ceremonies.
APPLICATION FOR BACHELOR’S DEGREE

1. STUDENT ID

DEGREE YOU ARE APPLYING FOR
(Refer to USF Catalog)

2. B.S.E.E.

DO NOT WRITE IN SHADED AREAS
FOR OFFICE USE ONLY

B.A.  B.S.W.

B.S.  B.S.A.S.  B.F.A.

B.S.I.T.  B.S.M.E.  B.S.E.S.  B.S.C.P.  B.S.


3. Print your name as you wish it to appear on your diploma and the address to which it is to be mailed. NOTE: Please indicate upper/lower case letters, accents and punctuation. An official Change of Name Form with substantiating documentation must be completed and attached to this graduation application if this name is different from that currently on your USF student record.

First Name ____________________________________________ Middle/Maiden Name ____________________________ Last Name ____________________________

STREET ADDRESS

STREET

CITY

STATE

ZIP CODE

4. Major(s) __________________________________________ Concentration(s) ______________________________

(Only if officially accepted by the college)

Minor(s): ____________________________________________

(Only minors listed in the USF Catalog acceptable)

5. Indicate last term enrolled for this degree: ____________________________________________________________

6. College of Engineering Students must indicate: 5 Year Program

☐ Yes ☐ No

7. Do you expect to meet teacher certification requirements?

☐ Yes ☐ No

8. Graduation Date: ___________________________ 20_____

Month

Year

Student’s Signature

Date

9. Local Address for Contact:

Street

City

State

Zip Code

Phone No.

10. E-Mail Address: __________________________________________

If you are applying for more than ONE DEGREE an additional application must be submitted.

FOR OFFICE USE ONLY

CERTIFIED TO GRADUATE:

APPROVED: ____________________________

DENIED: ____________________________

HONORS: ____________________________

GPA: ____________________________

INITIAL: ____________________________