

Graduation applications must be received in your College Advising Office in order for the Registrar to acknowledge you met the following deadline:

Some Colleges impose earlier graduation application deadlines. See your Academic Advisor.

| Semester | Deadline to Apply | Graduation Date | Tampa Commencement | St. Petersburg Commencement | Polytechnic Commencement | Sarasota Commencement |
|-------------|--------------------|-------------------|--------------------|-----------------------------|--------------------------|-----------------------|
| Summer 2008 | June 6, 2008 | August 8, 2008 | August 9, 2008 | No Ceremony | No Ceremony | No Ceremony |
| Fall 2008 | September 19, 2008 | December 12, 2008 | December 13, 2008 | December 16, 2008 | December 15, 2008 | December 14, 2008 |
| Spring 2009 | January 30, 2009 | May 1, 2009 | May 1 & 2, 2009 | May 5, 2009 | May 4, 2009 | May 3, 2009 |
| Summer 2009 | June 5, 2009 | August 7, 2009 | August 8, 2009 | No Ceremony | No Ceremony | No Ceremony |
| Fall 2009 | September 18, 2009 | December 11, 2009 | December 12, 2009 | December 15, 2009 | December 14, 2009 | December 13, 2009 |

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.

College Requirements: It is your responsibility to check with your college for additional graduation requirements and application deadlines, e.g. the **College of Engineering** requires students to apply for graduation in the term **prior** to the anticipated graduation term. Obtain necessary forms and instructions 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:** Your diploma will be mailed approximately 6 to 8 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 4 weeks after graduation. There is a per copy fee for transcripts. **This Application:** Your degree college will sign or stamp this 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 DON'T GRADUATE, SUBMIT A NEW APPLICATION BY THE DEADLINE YOU MEET REQUIREMENTS

Commencement Information: Website - For additional Commencement ceremony information go to www.usf.edu/commencement.

Graduate Students may not participate in commencement exercises until all requirements for the degree are fulfilled. Students participating are doing so before degree certification is final, and all potential graduates are subject to denial by the college of their major. Final certification is complete after grades are posted, usually after commencement ceremonies.

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.

APPLICATION FOR DEGREE MASTER'S, EDUCATION SPECIALIST, OR DOCTOR OF PHILOSOPHY

Graduate students cannot participate in commencement exercises until all requirements for such degrees have been completed.

DO NOT WRITE IN SHADED AREAS - FOR OFFICE USE ONLY

1. Student ID Number _____

| STATUS | LEVEL | TERM | DEGREE |
|--------|-------|------|--------|
| AP | | | |

2.

- | | | | | |
|-------------------------------------|-----------------------------------|---------------------------------|-------------------------------------|--|
| <input type="checkbox"/> M.A.T | <input type="checkbox"/> M.E.E. | <input type="checkbox"/> M.S. | <input type="checkbox"/> M.S.E.M. | <input type="checkbox"/> M.S.E.S. |
| <input type="checkbox"/> ED.D. | <input type="checkbox"/> M.C.E. | <input type="checkbox"/> M.H.A. | <input type="checkbox"/> M.S.B.E. | <input type="checkbox"/> M.S.E.V.. |
| <input type="checkbox"/> PH.D. | <input type="checkbox"/> M.C.H.E. | <input type="checkbox"/> M.I.E. | <input type="checkbox"/> M.S.C.E. | <input type="checkbox"/> M.S.I.E. |
| <input type="checkbox"/> ED.S. | <input type="checkbox"/> M.C.P.. | <input type="checkbox"/> M.L.A. | <input type="checkbox"/> M.S.C.H. | <input type="checkbox"/> M.S.M.E. |
| <input type="checkbox"/> M.A. | <input type="checkbox"/> M.C.S. | <input type="checkbox"/> M.M. | <input type="checkbox"/> M.S.C.P.. | <input type="checkbox"/> M.S.M.S. |
| <input type="checkbox"/> M.A.B.M.H. | <input type="checkbox"/> M.E. | <input type="checkbox"/> M.M.E. | <input type="checkbox"/> M.S.C.S. | <input type="checkbox"/> M.S.P.H. |
| <input type="checkbox"/> M.ACC. | <input type="checkbox"/> M.ED. | <input type="checkbox"/> M.P.A. | <input type="checkbox"/> M.S.E. | <input type="checkbox"/> M.S.P.T.. M.S.W.. |
| <input type="checkbox"/> M.ARC. | <input type="checkbox"/> M.E.V.E. | <input type="checkbox"/> M.P.H. | <input type="checkbox"/> M.S.E.E. | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> AU.D. | <input type="checkbox"/> M.B.A. | <input type="checkbox"/> M.F.A. | <input type="checkbox"/> M.S.B.C.B. | <input type="checkbox"/> |

| COLLEGE | MAJOR | CONCENTRATION | CONCENTRATION | CONCENTRATION |
|---------|-------|---------------|---------------|---------------|
| | | | | |

3. Print your name as you wish it on your diploma. Please indicate upper/lower case letters, accents and punctuation. This name must be consistent with USF student records. A Change of Name Form with substantiating documents must be completed and attached if this name is other than on our records.

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

First Name

Middle/Maiden

Last Name

4. MAIL DIPLOMA TO:

TO:

| ADDRESS & STREET | CITY | STATE | ZIP CODE |
|------------------|------|-------|----------|
| | | | |

5. Program: _____ Concentration(s): _____ Indicate last term enrolled for this degree: _____
(Only if officially accepted by the college) (Only if applicable to your major)

6. SPECIFY: POST BACCALAUREATE _____ 5 YEAR PROGRAM _____ THESIS/DISSERTATION REQUIRED? Yes No

7. DO YOU EXPECT TO MEET TEACHER CERTIFICATION REQUIREMENTS? Yes No

8. _____
Major Professor/Advisor Signature Graduate Program Director/Dept. Chairperson Signature

9. Graduation Date: _____ 20____
(Month) (Year) (Student's Signature) (Date)

10. Local Address for Contact: _____
Street City State Zip Code Phone No.

11. E-Mail Address: _____

FOR REGISTRAR'S OFFICE USE ONLY

CERTIFIED TO GRADUATE:

APPROVED _____

DENIED _____

INITIAL _____