

**Application for Degree must be received in the Office of the Registrar by the following deadlines:
DEADLINES FOR APPLYING FOR DEGREE FOR ACADEMIC YEAR 2006-2007**

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

Semester	Deadline to Apply	Graduation Date	Tampa Campus Commencement Date
Fall, 2006	September 22, 2006	December 16, 2005	December 17, 2005
Spring, 2006	February 3, 2006	May 5, 2006	May 6, 2006
Summer, 2006	June 9, 2006	August 11, 2006	August 12, 2006

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

- 0 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.
- 0 **College Requirements:** It is your responsibility to check with your college for additional graduation requirements and application deadlines.
- 0 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" Grades and Transfer Work: It is the student's responsibility to clear all "I" grades for courses required for graduation and to provide official hard copy transcripts of all transferred course work needed for graduation at least three weeks prior to the end of the term. "I" grades not removed by graduation will convert to "IF" or "IU", whichever is appropriate, for final GPA calculation.

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.

Second Baccalaureate Degree: If you are applying for a second Bachelor's Degree from USF, your graduation requirements must include a minimum of 30 additional semester hours in on-campus courses to be applied to the second degree. (These hours are in addition to the minimum 120 semester hours earned which apply toward the first degree.) If you are applying for two degrees concurrently, you must complete an application for each.

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 or stamped in your college advising office 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 REQUIREMENTS WILL BE MET.

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

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: 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 coursework attempted at USF. 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.

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 _____	

APPLICATION FOR BACHELOR'S DEGREE

1. STUDENT ID	STATUS	LEVEL	TERM	DEGREE																				
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**DO NOT WRITE IN SHADED AREAS
FOR OFFICE USE ONLY**

2. DEGREE YOU ARE APPLYING FOR
(Refer to USF Catalog)

- | | | | | | |
|---------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> B.A. | <input type="checkbox"/> B.S.W. | <input type="checkbox"/> B.S.E.E. | <input type="checkbox"/> B.S.I.T. | <input type="checkbox"/> B.S.E.S. | <input type="checkbox"/> B.S.C.P. |
| <input type="checkbox"/> B.S. | <input type="checkbox"/> B.S.A.S. | <input type="checkbox"/> B.F.A. | <input type="checkbox"/> B.S.M.E. | <input type="checkbox"/> B.S.E. | <input type="checkbox"/> B.M. |
| <input type="checkbox"/> B.I.S. | <input type="checkbox"/> B.S.C.E. | <input type="checkbox"/> B.S.I.S. | <input type="checkbox"/> B.S.C.H. | <input type="checkbox"/> B.S.C.S. | <input type="checkbox"/> B.S.I.E. |

MINORS

COLLEGE 1	MAJOR 1	CONCENTRATION	CONCENTRATION	CONCENTRATION	
	MAJOR 2	CONCENTRATION	CONCENTRATION	CONCENTRATION	
COLLEGE 2	MAJOR 3	CONCENTRATION	CONCENTRATION	CONCENTRATION	

MINOR 1
MINOR 2
MINOR 3

3. Print your name as you wish it on your diploma. Please indicate upper/lower case letters, accents and punctuation. 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:

ADDRESS & STREET	CITY	STATE	ZIP CODE

5. Major(s): _____ Concentration(s): _____
(Only if officially accepted by the college) (Only if applicable to your major)

6. Minor(s): _____
(Only minors listed in the USF Catalog are acceptable.)

7. Indicate last term enrolled for this degree: _____

8. College of Engineering Student must indicate: 5 Year Program Yes No

9. Do you expect to meet teacher certification requirements? Yes No

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

11. Local Address for Contact: _____
Street City State Zip Code

12. 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: _____
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