

# Bachelor's Degree Application

**Applications for graduation must be received in your college advising office by the following deadlines. Some college deadlines may be earlier. Please read all information below and complete numbers 1 through 12 on the next page.**

Semester	Deadline to Apply	Graduation Date	Tampa Commencement	St. Petersburg Commencement	USF Polytechnic Commencement	Sarasota Commencement
Fall 2008	Sept 19, 2008	Dec 12, 2008	Dec 13, 2008	Dec 14, 2008	Dec 15, 2008	Dec 14, 2008
Spring 2009	Jan 30, 2009	May 1, 2009	May 1 & 2, 2009	May 3, 2009	May 4, 2009	May 3, 2009
Summer 2009	June 5, 2009	Aug 7, 2009	Aug 8, 2009	No Ceremony	No Ceremony	No Ceremony
Fall 2009	Sept 18, 2009	Dec 11, 2009	Dec 12, 2009	Dec 13, 2009	Dec 14, 2009	Dec 13, 2009
Spring 2010	Feb 5, 2010	May 7, 2010	May 7 & 8, 2010	May 9, 2010	May 10, 2010	May 9, 2010

- 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.
- Your 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 transferable 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:** This name must be consistent with USF student records. A change of name must be submitted on a Change of Name Form with substantiating documents and attached to your application if the name you wish on your diploma is other than on USF records. It is critical that you clearly indicate upper/lower case letters, accents and punctuation.

**Diploma Address:** Your diploma will be mailed approximately eight weeks *after* the graduation date to your diploma address, number 3 on the application. (This delivery date may be adjusted due to University closure.)

**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 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 six 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](http://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

College Stamp \_\_\_\_\_

Complete numbers 1 – 12. Print this page. Sign the application and submit to your college advising office by the deadline to apply. Locations and contact numbers may be found at [www.registrar.usf.edu/graduation](http://www.registrar.usf.edu/graduation).

1. Student ID: **U** \_\_\_\_\_ Degree Term: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ Year \_\_\_\_\_

2. 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 USF student records.

3. Mail diploma to:

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Degree you are applying for:

_____ B.A.	_____ B.S.C.H.	_____ B.S.I.E.
_____ B.F.A.	_____ B.S.C.E.	_____ B.S.I.S.
_____ B.G.S.	_____ B.S.C.P.	_____ B.S.I.T.
_____ B.M.	_____ B.S.C.S.	_____ B.S.M.E.
_____ B.S.	_____ B.S.E.E.	_____ B.S.W.
_____ B.S.A.S.	_____ B.S.E.	_____ Other

5. College of your major: \_\_\_\_\_ Major(s): \_\_\_\_\_

6. Concentration(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

7. Indicate last term enrolled for this degree: \_\_\_\_\_

8. Are you in a five year program (seeking bachelor and master degrees simultaneously)? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

10. Graduation Date: (month) \_\_\_\_\_ (Year) \_\_\_\_\_  
(Student Signature) \_\_\_\_\_ (Date)

11. Local Address for Contact: \_\_\_\_\_

12. E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

## DO NOT WRITE BELOW THIS LINE. REGISTRAR OFFICE USE ONLY

Degree Term \_\_\_\_\_ Degree Level \_\_\_\_\_ Degree Code \_\_\_\_\_ Sequence No. \_\_\_\_\_

College 1 Code \_\_\_\_\_ Major 1 Code \_\_\_\_\_ Concentration(s) \_\_\_\_\_

Major 2 Code \_\_\_\_\_ Concentration(s) \_\_\_\_\_

College 2 Code \_\_\_\_\_ Major 3 Code \_\_\_\_\_ Concentration(s) \_\_\_\_\_

Minor Code 1 \_\_\_\_\_ Minor Code 2 \_\_\_\_\_ Minor Code 3 \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Honors: \_\_\_\_\_ Honors GPA: \_\_\_\_\_