

LATE APPLICATIONS FOR GRADUATION GUIDELINES FOR COEDU GRADUATE STUDENTS

Please read carefully.

Late applications for graduation are now accepted.

Late applications may be filed with the college, (not the Registrar's Office), but they cannot be forwarded to the Registrar's Office by the college until the regular graduation certification list is submitted at the end of the semester. (I.E. Students filing late applications will not be included on any of the Registrar's graduation lists.)

Late applications will not be processed or data entered by the Registrar's Office until the end of the semester, and after the students who applied within the stated deadlines have been certified for degree. Once this has been done and diplomas mailed to these regular students, then the Registrar's Office will process and data enter all late graduation applications. This process occurs at the end of the semester, and after the commencement ceremony has been held.

Students who believe that they have completed all degree requirements, but who have filed a late application for graduation can register on line to participate in the commencement ceremony (www.usf.edu/commencement); however, the names of these students will not appear in the commencement program. (The commencement brochure is developed by the Registrar's Office from the list of students who filed their graduation applications by the required deadline.)

Registration for commencement for late applicants is the responsibility of the student, and should not be undertaken unless the student and the advisor believe that the student has met all requirements for degree certification. Participation in the commencement ceremony does not ensure certification for degree. The processes for certification of degree and commencement are mutually exclusive processes. Certification for degree occurs at the college, rather than the department level.

Graduate students who submit a late graduation application :

- ✓ cannot be assured of academic regalia for participation in the graduation ceremony;
- ✓ will not receive their diplomas with those who filed their applications by the stated deadlines;
- ✓ may experience a delay in receiving their final transcripts from the Registrar's Office showing degree completion.

Students who submit a late graduation application and do not meet certification requirements for the degree during the semester for which graduation was sought, or students who decide that they would like the full range of commencement services, **must file another graduation application by the stated deadline for the following term.**

College of Education Late Graduation Application for Graduate Students

- This form must accompany any completed Graduate Degree Graduation Application submitted after the official University deadline for the current semester as it appears in the University of South Florida Academic Calendar.
- Signatures for the student's advisor and the chairperson of the student's program should appear on both this form and the Graduate Degree Graduation Application form when submitted.
- The Graduate Degree Graduation Application can be found at the following web address:
http://www.registrar.usf.edu/data_display.php?link_type=Forms

I understand and accept that the following services **will not be available to me** as a student when submitting my graduation application after the deadline noted in the University of South Florida's academic calendar:

- Student's name included in the commencement ceremony brochure
- Assurance of available academic regalia for participation in commencement ceremony
- Timely ordering of diploma
- Timely notification of graduation status from the College of Education
- Timely letter of completion
- Final transcripts showing degree completion mailed in a timely manner from Registrar's Office

I also understand that I have the option of filing a regular graduation application during the next available semester if I desire to fully participate in all the services associated with commencement and degree certification.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Department Chairperson Signature: _____ Date: _____

Please note:

If a student applies to participate in commencement and is not approved for degree completion because all requirements for the degree were not met, the student must re-file another graduation application for the next available term by the deadline listed in the USF academic calendar.

Staff Instructions: After this document has been signed, please make a copy for the student, the advisor, and the department chairperson. Attach the original version of this signed form to the Graduate Degree Graduation Application. Give both the original signed form and the late graduation application to the Admissions/Registrar Officer in the Graduate Studies Office, Tampa Campus, EDU 106, or fax to 813-974-3391.