

Spring 2012 Graduates Only

MBA STUDENTS

Preliminary Graduation Check & Application: If you want to make sure that you have met the requirements to graduate.

- Return the completed application (front page, check form and application) to the Office of Graduate Studies, BSN 103, **prior to December 2nd.**
- All **confirmations** for preliminary graduation checks will be sent via e-mail.

Graduation Application: (Only if you haven't submitted a preliminary graduation check & application)

- If you have **not** submitted a preliminary Graduation Application, return the completed application to the Office of Graduate Studies, BSN 103, **prior to February 3rd. (Absolute deadline)**

Commencement: You may visit the commencement website at www.usf.edu/commencement in order to sign-up and for information on the commencement ceremony. The Spring Tampa campus graduate commencement date is May 4, 2012 at the Tampa Convention Center.

Diploma: The Office of the Registrar will mail your diploma to you approximately one month after graduation.

- You can enter your diploma address when you sign-up for commencement.
- You can also update your diploma address through OASIS.

In addition, you will be asked to complete an online MBA Career Placement Profile. This profile must be completed during the last two weeks of your final semester. You will receive an e-mail with the survey link two weeks prior to graduation. If you do not receive an e-mail, please contact Pavla Ozkul: pozkul@usf.edu



Student Graduation Check

Name: _____

Expected Graduation Date: _____

Courses in Tool Area completed satisfactorily? Yes ____ No ____ or Waived ____

Please list below the courses you are enrolled in this semester and the courses you plan to enroll in next semester. (By number & title)

Current Semester	Next Semester
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

List below the tracks and courses you plan to complete. (Courses by number & title)

Track #1 (required) _____

#1 _____

#2 _____

#3 _____

Track #2 (required) _____

#1 _____

#2 _____

#3 _____

Track #3 (optional) _____

#1 _____

#2 _____

#3 _____

Check the four subject areas that were completed for the breadth requirement: (37 credit hour program students only)

Accounting _____	Information Systems _____
Economics _____	Marketing _____
Finance _____	Management _____
Decision Science _____	GEB (Not GEB 6445, 6895, 6896) _____
Real Estate _____	Entrepreneurship _____

Have you completed the following required courses? If not, when do you plan to take them?

Social, Ethical & Legal Systems _____

Leadership Concepts _____

Integrated Business Applications I _____

Integrated Business Applications II _____

Please remember the following:

- Coursework must be completed within the five-year time limit.
- Total number of hours required must be completed.
- Minimum of a 3.0 GPA is required to graduate.
- Independent study reports must be turned in.
- "I" grades must be completed before graduation.
- All grades must be a C or higher for credit (C- does not count for credit)
- Students may not take more than five (5) electives in any functional area

STUDENTS ARE RESPONSIBLE FOR MEETING ALL GRADUATION REQUIREMENTS.

If you have any questions, please call the Office of Graduate Studies at (813) 974-3335.

Applications for graduation must be received in the appropriate office by the following deadlines. Destination points can be found at www.registrar.usf.edu/graduation. 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	Degree Conferral Date
Fall 2011	September 16, 2011	December 9, 2011
Spring 2012	February 3, 2012	TBD
Summer 2012	June 8, 2012	TBD

- For All Commencement Dates see <http://usfweb2.usf.edu/commencement>
- 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. 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:

A new on-line FACTS.org application must be filed with the Admissions Office after graduation if you wish to return to USF to seek another degree.

“I” Grades 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 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: 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.

Transcripts: Transcripts with the degree comments may be ordered for a fee approximately six weeks *after* graduation. A new FACTS.org 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.

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. 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 GRADUATE DEGREE

College Stamp _____

Complete numbers 1 – 12. Print this page. Sign the application and submit to the appropriate destination point by the deadline to apply. Destination points and contact numbers may be found at

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:

____ Ed.S.	____ M.C.H.E.	____ M.P.H.	____ M.S.E.S.
____ A.uD.	____ M.C.E.	____ M.S.	____ M.S.E.V.
____ Ed.D.	____ M.E.D.	____ M.S.B.	____ M.S.I.E.
____ Ph.D.	____ M.E.	____ M.S.B.C.B.	____ M.S.M.
____ D.N.P.	____ M.E.V.E.	____ M.S.B.E.	____ M.S.M.E.
	____ M.F.A.	____ M.S.C.H.	____ M.S.M.S.
____ M.A.C.C.	____ M.H.A.	____ M.S.C.E.	____ M.S.P.H.
____ M.Arch.	____ M.I.E.	____ M.S.C.P.	____ M.S.W.
____ M.A.	____ M.L.A.	____ M.S.C.S.	____ Other
____ M.A.B.M.H.	____ M.M.E.	____ M.S.E.E.	
____ M.A.T.	____ M.M.	____ M.S.E.	
____ M.B.A.	____ M.P.A.	____ M.S.E.M.	

5. College of your major: _____ Major(s): _____

6. Concentration(s): _____

7. Indicate last term enrolled for this degree: _____ Thesis/Dissertation Required? ____ Yes ____ No

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: _____

REGISTRAR'S OFFICE USE ONLY

Please continue to next page

Degree Term _____ Degree Level _____ Degree Code _____ Sequence No. _____

College 1 Code _____ Major 1 Code _____ Concentration(s) _____

Approved: _____

Denied: _____

Student ID: U _____ Degree Term: Fall ____ Spring ____ Summer ____ Year _____

Please answer the following question based on your employment/education plans after graduation. Circle all that apply and complete all pertinent information. Your responses will only be used in aggregate to determine the post-graduation plans of our graduating graduate students.

After graduation I plan to:

A. Remain in my present position with my present employer

Employer Name _____ Position _____

B. Remain with my present employer but receive a promotion to a new position or pay increase or both

Employer Name _____ New Position if Applicable _____

C. Seek Employment with a New Employer

D. Have Accepted Employment with a New Employer

Employer Name _____ Position _____

E. Continue my education towards a more advanced degree

Name degree and degree program _____

F. Continue my education by taking courses towards a certificate

Name certificate _____

G. Other _____

Note to Certifying officers: Forward this third page of the graduate degree graduation application to the Tampa campus Graduate Admissions Office.