

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Graduate Degree Graduation Requirements
FPU Policy Number: FPU-5.0096AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: March 16, 2016
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Provost and Executive Vice President

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all students seeking a Graduate degree from the University.

B. POLICY STATEMENT:

In order to be awarded a Graduate degree, a student must meet all of the following requirements:

1. Satisfactory completion of the applicable college or program degree requirements and established curriculum as identified in the University Catalog in effect at the beginning of the student's most recent period of continuous enrollment;
2. Earn a grade of C or better in each graduate course taken;
3. Satisfactory completion of 30 credit hours of approved graduate courses with a cumulative GPA of 3.0 or better;
4. Earn at least two-thirds of the credits applied towards the Graduate degree through the University;
5. Completion of any pre-requisites or deficiencies as identified by the Faculty Advisor and Academic Program Coordinator or Department Chair; and
6. Submission of a completed Graduation Application to the Office of the University Registrar so that it is received by the Registrar on or before the "Graduation Application Deadline" as noted on the Academic Calendar for the semester in which the student anticipates graduating.

All work used to meet degree requirements, including coursework and the successful defense of a thesis, if applicable, must be completed within the six year period immediately prior to degree conferral. An approved leave of absence does not increase or alter the time limits for degree completion.

POLICY APPROVAL	
Policy No.: <u>FPU-5.0096AP</u>	
<u><i>Shirley Nass</i></u>	<u>1/22/16</u>
Initiating Authority	Date
<u><i>Shirley Nass</i></u>	<u>1-22-16</u>
Policies & Procedures Committee Chair	Date
<u><i>Shirley Nass</i></u>	<u>1/22/16</u>
Vice President of Academic Affairs	Date
<u><i>Ma</i></u>	<u>1/22/16</u>
President/Designee	Date
Approved by FPU BOT, if required	<u>3/16/16</u>
	Date

Print Student Name: _____
Student Email: _____@flpoly.org

Requested Graduation Date: Spring Summer Fall Year 20 _____

Graduation Application

Student to complete steps 1-4 and submit the completed pages 1 and 2 of this form to the Office of the University Registrar by the "Graduation Application Deadline" indicated in the Academic Calendar. Student should allow at least two weeks for the Faculty Advisor to complete step 2.

Step 1. Student must complete step 1 by reading and initialing each statement in this section and signing below.

_____ I have reviewed the Graduation website at www.flpoly.org for instructions on how to apply for commencement, ticket information, parking, cap and gown orders and more.

_____ I have checked my unofficial transcript to ensure that I will have completed all of the required courses/credits prior to applying for graduation.

_____ I have checked my unofficial transcript to ensure that I have a 2.00 GPA or better in my major and cumulatively (Undergraduate) or a 3.00 cumulative GPA or better (Graduate).

_____ I have checked my unofficial transcripts for Incomplete and NR grades. It is my responsibility to contact the professor to finalize these grades.

_____ If I completed courses at another institution, I requested that an official transcript of those courses be sent to the Office of the University Registrar. The Office of the University Registrar must receive the transcript before the Graduation Application Deadline.

_____ The name in my CAMS account is the name I want printed on my diploma and in the Graduation Commencement Program. If my name is incorrect in my CAMS account, then I need to submit a Request for Change or Correction of Name Form and any supporting documentation to the Office of the University Registrar before the "Graduation Application Deadline."

_____ I understand that all graduation correspondence will be sent to my Florida Poly email account, and if I have issues accessing my account I need to contact the Help Desk at 863-874-8888 or email helpdesk@flpoly.org.

_____ I understand that participating in the commencement ceremony does not entitle me to a degree from Florida Polytechnic University.

_____ I understand that I must satisfy any outstanding financial or other obligations to the University before I will be provided my degree, diploma, or transcripts.

_____ I understand that if I need to request a transcript with my degree listed, I will need to select "Hold for Degree Entry" when I complete the Official Transcript Request form.

_____ I understand that this Graduation Application to the Office of the University Registrar before the "Graduation Application Deadline" as listed in the Academic Calendar.

_____ I understand that my failure to meet all required deadlines may result in my name not being listed in the commencement program, my participation in the commencement ceremony being denied, a delay in the awarding of my degree and posting of the awarded degree to my transcript, and a delay in the mailing of my diploma.

By signing below, I agree that I have read the statements listed above and that my failure to comply with these terms may result in my being denied graduation or my graduation date being moved to a later date than the one for which I have applied.

Student Signature

Date

Step 2. To complete step 2, student must get Faculty Advisor to complete and sign this section. Faculty advisor must complete sign this section and return this page to the student. Student should allow two weeks for Faculty Advisor to complete and return this page to the student. Faculty Advisor select one:

The student needs to complete the following in order to satisfy college or program requirements: _____

The student has completed all program requirements as of the following date: ____/____/____

Print Faculty Advisor Name

Faculty Advisor Signature

Date

Print Student Name: _____
Student Email: _____@flpoly.org

Requested Graduation Date: Spring Summer Fall Year 20_____

Graduation Application Continued

Step 3. To complete step 3, student must complete the following section.

Student UID Number: _____ **Phone Number:** _____

Mailing address to use for mailing of diploma, which will be mailed 6-8 weeks after graduation:

Sent to my permanent address as listed in my CAMS account OR Send to the address below:

Street _____

City _____ State _____ Zip _____

Date expected to complete graduation requirements: Spring Summer Fall Year: 20_____

- Undergraduate**
- Computer Engineering
 - Electrical Engineering
 - Mechanical & Industrial Engineering
 - Advanced Technology
 - Science & Technology Management
 - Computer Science & Information Technology

- Graduate**
- Engineering
 - Innovation & Technology

Concentration: _____

Are you currently enrolled as a transient student at another institution? Yes No

If yes, which Institution? _____

Note: the Office of the University Registrar must receive an official transcript from the institution you are currently enrolled in as a transient student prior to commencement.

Do you plan to participate in the commencement ceremony? Yes No

I understand that my graduation is contingent upon my successful completion of all college or program requirements. I further understand that I must meet any and all of my financial and other obligations to Florida Polytechnic University in order to receive my degree/diploma.

Student's Signature _____ Date _____

By signing above, you authorize your inclusion in commencement publications and news releases unless you check this box:

Exclude me from commencement publications and news releases.

Step 4. To complete step 4, student must review steps 1-3 and ensure this Graduation Application is complete, accurate, and signed. Student must submit this Graduation Application to the Office of the University Registrar by the "Graduation Application Deadline" indicated in the Academic Calendar.

FOR REGISTRAR OFFICE USE ONLY. Date received: _____

Required Credits Met Honors Status Summer Enrollment Requirement Met Foreign Language Requirement Met

Overall GPA: _____ Degree Posting Date: _____ Date Diploma Mailed: _____

Comments: _____

Certified by: _____ Date: _____