

Undergraduate Student
Graduation
To Do List

Semester before graduation:

- ___ **CALS Honors Thesis:** Students with a GPA 3.5 or above who seek Magna or Summa honors must submit proposal by *3rd week of semester prior to graduation*. See dates and guidelines at <http://cals.ufl.edu/students/honors-program.php>
- ___ Send [Robin Snyder](#) an e-mail to do an audit check
- ___ Have all grade changes for incomplete grades submitted. DO NOT DELAY THIS!

Semester of graduation:

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| ___ Register for final requirements | Confirm with an advisor if you are unsure |
| ___ Apply for graduation by deadline! | On One.UF student self-service |
| ___ If applicable, apply for Engineering Honors Thesis | Forms available on ABE website. See Robin for final submission deadline. |
| ___ Review deadline dates list | One.UF or Registrar's website |
| ___ Schedule Honors defense date (if applicable) | Give to Robin Snyder with date, time, place & title 10 working days prior to defense |

NOTE: See CALS website for CALS honors submission deadline.

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| ___ Reserve regalia for ceremony | Registrar's website – graduation checklist |
| ___ Complete on-line exit survey | Link will be provided at end of semester |
| ___ Exit Interview with Department Chair | Schedule with Shannon Noble |
| ___ Forwarding address | Provide to Robin Snyder |