

Undergraduate Graduation Policies and Procedures

To earn a Bachelor's degree from the College of Agricultural and Life Sciences, a student must

- meet all of the University of Florida requirements
- meet all the General Education requirements
- meet all the College of Agricultural and Life Sciences requirements
- meet all the major requirements
- earn a minimum of 120 credit hours
- have an overall and upper-division GPA of 2.0 or greater
- apply for graduation before the deadline

Degree Applications

Degree candidates must complete a degree application online in ISIS by the published deadline. Students must apply in the term in which they expect to graduate, regardless of applications in previous terms. All requirements for the degree must be completed as of the date of certification. Students who have completed all the requirements for their degree are required to graduate. A list of degree candidates is generated by the Registrar's Office for use in degree certification and by the bookstore for ordering regalia.

Pre-Certification

Students are pre-certified for their degrees by the CALS Dean's office after the degree application deadline. James Fant, Program Assistant, verifies that the student has met all degree requirements. In addition, eligibility for honors is verified.

Departmental Review

Degree candidate lists are provided to the departments so that any remaining course substitutions or course waivers may be completed prior to the end of the term. Departments should only make course substitutions or waivers for department requirements, and on a limited basis. Emelie Matthews, Program Assistant, will make substitutions or waivers for CALS, General Education or UF requirements as needed.

Late Degree Applications

Students who do not apply by the published deadline must complete a late degree application form (available from James Fant). Depending on when the late degree application is completed, the student may need a letter from James Fant to order academic regalia from the bookstore. Students who apply late are not guaranteed to be listed in the commencement program due to printing deadlines.

Final Certification

Degrees are certified on the Tuesday following commencement. Completion of degree requirements is verified by James Fant and submitted to the Registrar's Office by noon on that day. It is critical that updates to degree audits are done prior to commencement so that candidates may be certified. There is a final opportunity for degree certification within 30 days

of the final certification date for any late grade changes or receipt of transcripts that clear remaining degree requirements. However, all course work must be completed by the end of the term for the degree to be awarded for that term. Please notify James Fant of grade changes or other actions that will affect a degree candidate's status.

Honors Designation

Students are pre-certified for honors (*cum laude*, *magna cum laude* or *summa cum laude*) based on their upper-division GPA at the time of pre-certification. That GPA must meet or exceed 3.5 for *cum laude*, 3.75 for *magna cum laude*, and 3.85 for *summa cum laude*. Pre-certification for *magna* and *summa cum laude* also requires that students have notified the CALS Honors Program of their intention to complete an honors thesis. Students cannot be pre-certified without the appropriate GPA and therefore will not be eligible for purchasing honor cords for graduation. Students must have a minimum of 30 hours of enrollment as a degree-seeking student at UF to be eligible for honors. Students who meet the required GPA at the end of the semester they graduate, and who were not pre-certified for honors, will have the appropriate honors designation on their transcript and diploma and may purchase honor cords at that time.

Walking "out-of-turn"

Students who wish to participate in a commencement ceremony but have not completed all degree requirements may request to walk "out-of turn." The student's adviser must send a request (hard copy or email) to Elaine Turner, Associate Dean, for approval. In order for the request to be approved, students must have a minimal number of credit hours remaining for completion in the subsequent semester. If approved, the student will need to get a letter from James Fant that will allow rental of academic regalia from the bookstore. Students who walk "out-of-turn" are not eligible to purchase honor cords for that ceremony, and their names will not appear in the commencement program. Students who walk "out-of-turn" must still apply to graduate in the appropriate term by the deadline.

Occasionally a student wishes to participate in a commencement ceremony after the degree has been awarded. Special permission is required from Elaine Turner.

Delaying Graduation

After the degree application deadline, CALS receives from the Registrar's Office a list of students who have met degree requirements but have not applied to graduate. Those names will be forwarded to the undergraduate coordinator in their department for follow-up, and registration holds will be placed. Any requests to delay graduation must be made in writing by the student and approved by Elaine Turner. Requests will be approved in limited circumstances such as a study abroad or internship experience. If a student has met all degree requirements, does not apply for graduation and does not have approval to delay graduation, CALS will submit a late degree application on the student's behalf.