

## Graduation Checklist

When an Intent to Graduate (ITG) form is received in COS Graduate Services, several academic requirements are confirmed, including the following:

### **Graduation Check Appointment with COS Graduate Services**

All students intending to graduate should schedule an appointment by phone (407-823-6131) or e-mail ([cosgrad@mail.ucf.edu](mailto:cosgrad@mail.ucf.edu)).

**Program requirements may be more stringent and may include additional requirements not listed below:**

- **Enrollment in semester of graduation**
  - All students should enroll in their final semester
  - A waiver of enrollment is granted by the Thesis/Dissertation Editor after completing all requirements, including final upload of document, by the end of add/drop
  - "I" grades must be resolved (no enrollment is required if only resolving an incomplete)
  - International students should seek additional advisement from ISC.
- **Total hours** required in program of study have been met
  - Note whether or not waived courses meet total hours requirement (see comments at end of audit)
    - Master's programs must include a minimum of 24 hours of courses
- **7 year rule**
  - Courses used in program of study are not more than 7 years old, with two exceptions:
    - Approved appeal of 7-year rule
    - Doctoral student using courses from completed master's degree
- **4000-level courses**
  - Master's: Limited to 6 hours if 30 hours completed at graduate level
  - Doctoral: Not allowed toward degree completion
- **6000-level courses**
  - Master's: ½ of minimum hours required for degree completed at 6000-level or higher
  - Doctoral: 36 hours or (if hours waived due to earned master's) half of the program of study completed at 6000-level or higher
- **Transfer course limits**
  - Includes courses taken at UCF or other universities prior to program admission
    - Master's: 9hrs
    - Doctoral: 9hrs or 30hrs (from earned degree - hours can be transferred or waived)
- **Independent Study limits**
  - Credit for courses numbered 5907 and 6908 are limited to:
    - Master's: 6hrs
    - Doctoral: 12hrs
- **Unsatisfactory Grades limits**
  - A program can include six hours of unsatisfactory grades.
    - Includes "U", and any grade of "C+" or lower (note: grades below "C-" do not receive credit but are counted against GPA)
    - Must have an approved petition to exceed limit
- **Graduate Status GPA** (at top of degree audit) must be at least 3.000
- **Program of Study GPA** must be at least 3.000

**Graduate petitions are required for any exception to UCF graduate policy.**

- **Thesis & Dissertation Students**
  - Thesis and dissertation hours cannot be used in a non-thesis program of study
  - Enrolled in thesis/dissertation until successful defense (continuous enrollment checked as of FA07)
  - Announcement distributed two week prior to defense; committee approved as announced
  - Met format review and defense deadlines
  - Completed final signature page (*see ETD manual*) and met final submission deadline