

Graduation Check List

It is the student's responsibility to know what requirements s/he must fulfill for the School of Engineering and for the specific engineering major. This includes humanities/social science electives, tech electives, departmental electives, required courses, gpa minimums, etc. Please review guidelines here: http://coewww.rutgers.edu/oa/graduation_requirements.php.

Please double check the enclosed curriculum check-off sheet. If you have ANY questions or find ANY discrepancies in this document, please contact Dean Prendergast immediately (lpren@rci.rutgers.edu or during office hours). Your file will be evaluated again prior to graduation.

Substitutions: If you have been approved for any course substitutions by your departmental advisor, please ensure that it is reflected properly on your check-off. We need approval in writing from the Undergraduate Director from your department.

Minors/Double Majors: If you are planning on getting a minor or double major, in order to get credit for it, you must fill out 2 forms: Declaration (which is done between sophomore and senior year), and Certification (which is done in your last semester at RU). You can find instructions and both forms in B100 or at: <http://coewww.rutgers.edu/oa/declaration.php>

Graduation dates: Although there is only one ceremony in May, there are three possible times each year to complete your degree requirements at Rutgers School of Engineering. Students who complete their degree requirements at the end of the:

- Spring semester have a **May** graduation date.
- Fall semester have a **January** graduation date.
- Summer session have an **October** graduation date.

Diploma Application: All students should fill out the on-line Diploma Application based on your graduation date: <http://registrar.rutgers.edu/NB/UG-DINFO.HTM> by:

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|---------------------------|-----|---------------|
| September 1 st | for | October grads |
| October 15 th | for | January grads |
| February 15 th | for | May grads |

Marching: If you do NOT complete all degree requirements by the day of Graduation in May, it may still be possible to participate in the commencement ceremony as a MARCHER. Marchers wear cap and gown, go up on stage, and receive a diploma case (just like the actual graduates do), but there is no diploma inside. Students who have any grades or transcripts submitted after June 15th will NOT be processed as a May graduate (except for students on co-op or study abroad in the final semester). In order to be eligible to participate in graduation as a MARCHER, you must submit a Permission to March application (available starting in March) and you must meet the following criteria:

- 2.0+ gpa in major and overall by the end of the spring semester.
- No more than 9 credits remaining after spring semester.
- If taking fall courses - no more than 1 major course (M prefix); no more than 7 credits.

Graduation Check list form: All students must also complete and return the attached form to B100 by September 15th.

Graduation Check List Form

Please complete and return this form to B100 by September 15th.

Please read and initial:

- _____ ▪ It is my responsibility to certify that all information is accurate on the curriculum check-off sheet. I will notify Dean Prendergast (lprend@rci.rutgers.edu) in B100 of any discrepancies.

- _____ ▪ It is my responsibility to ensure that written approval from my department is provided to B100 for any major course substitution(s).

- _____ ▪ I understand that for a minor or second major, 2 forms must be filled out (Declaration and Certification) in order to get credit for it. I also understand that minors and second majors appear on the transcript only (not on the diploma).

- _____ ▪ I know that Official Transcripts for courses taken outside of Rutgers University must be submitted directly to B100 prior to graduation in order to not have a delay in receiving my diploma or in graduation date.

- _____ ▪ I understand that grades for all required courses must be submitted prior to graduation in order not to have a delay in receiving my diploma or in graduation date.

- _____ ▪ I understand that I must clear all holds (financial, academic, and disciplinary, etc.) and debts (including parking tickets, library fines, student account bills, housing bill, etc.) in order not to have a delay in receiving my diploma or in graduation date.

Students normally must graduate when they have completed the requirements for the Engineering degree. Our records indicate that you are expected to finish your final engineering requirements by: _____ **please initial**

If the above is NOT correct, please indicate when you plan to graduate and contact Dean Prendergast (Jan 08, May 08, Oct 08, Jan 09, May 09, etc): * _____

Name: _____

Major: _____

ID #: _____

Email: _____

Student Signature: _____

Date: _____

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| Official use: Date Received in B100: _____ |
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