

**BENJAMIN M. STATLER COLLEGE OF ENGINEERING AND MINERAL RESOURCES**  
**GRADUATION CHECKLIST FOR B.S. CANDIDATES**

**Semester Prior to Graduation**

- Check degree audit in DegreeWorks via your MIX account to verify that all requirements will be fulfilled by the end of the semester in which you plan to graduate. Discuss any “unmet” conditions with your advisor.
- Meet with advisor to verify eligibility for graduation.
- Verify all course substitutions have been filed and approved.
- Complete coursework for "I" grades.
- Verify all coursework from other colleges/universities have been posted to your transcript.
- Graduates earning Minor: Verify that the Minor is included on the DegreeWorks audit. If it is not, inform the staff in the Office of Student Services, Room 141 ESB.

**Final Semester**

- Verify accuracy of the degree audit in DegreeWorks via your MIX account. All requirements must be marked as completed or in progress. Discuss any “unmet” conditions with your advisor.
- Apply for graduation online through you MIX Account before the sixth week of classes. Watch for signs announcing deadline.
- Pay all delinquent fees and/or tickets.
- Complete Graduating Student Survey.

**Honor Designation**

Graduation with Honors is calculated on all college work including courses taken at other institutions. This includes courses that transferred as “CR.”

- 3.4-3.59: Cum Laude
- 3.6-3.79: Magna Cum Laude
- 3.8-4.0 Summa Cum Laude

**August Graduates Participating in May Commencement**

Students who will graduate in August may request permission to participate in May Commencement.

- The advisor must submit a request to participate in Commencement to the Associate Dean for Academic Affairs stating that the student is within 7 hours of graduation and will complete all requirements by the end of the summer session.
- The department chair must approve request for students who have more than 7 hours of coursework remaining.
- Students who participate in May Commencement but do not graduate until August will not be included in the Commencement program