



COLLEGE OF ENGINEERING GRADUATION SELF CHECK



Name _____ ID# _____ Date Submitted _____
First Middle Last

Expected Graduation Term _____ Major _____ Phone _____

Minor/Second Degree _____ Will you be commissioned? (for military only)
(Circle One) Yes or No

Contact Info. Phone # _____ OU E-mail) _____
(Note: Correspondence will be to your OU E-Mail account only)

Congratulations! You are approaching graduation! The Advising Center completes graduation checks for students before they graduate; however, the responsibility for fulfilling graduation requirements lies with the student.

1. Submit this form the semester **BEFORE** you plan to graduate.
2. The Advising Center will contact you if we have questions, otherwise, we will e-mail you early in your final semester for completion confirmation and application information.
3. Application submission is a University graduation requirement.

*Indicate remaining courses: (those NOT currently enrolled in)	Where/How to be completed: (Transfer, I makeup, CLEP, Ind. Study)
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Note: To confirm that all degree requirements have been met, read the University and College of Engineering graduation requirements in the OU Catalog.

(Office Use Only)

Date check completed: _____.

Comments: _____

Give Forms: YES NO AFTER _____.

Date forms given to student: _____.

IMPORTANT: Read the back of this form for Graduation Requirements

College of Engineering

GRADUATION REQUIREMENTS

To Assure Timely Graduation Follow These Steps:

1. The A/DA is a semester-by-semester preliminary graduation check. It is your responsibility to keep this updated. If a course is not in the correct place, fill out an A/DA Correction form and turn it in at the Engineering Advising Center front desk.
2. You must come by the Engineering Advising Center to fill out the Graduation Self Check form after you have enrolled for your final semester.
3. After your Graduation Self Check has been reviewed and approved, you will receive your Graduation Application. **You cannot officially graduate unless a Graduation Application has been filed.** Your diploma will be mailed to the address on the application.
4. All students shall be required to have all work needed for graduation submitted to Admissions & Records **no later than ten working days** following the last day of finals for the term in which the student wishes to graduate. This would include **transfer work** from another institution, **correspondence courses, incomplete grades, grade changes,** or other changes to the academic record that are required for graduation.
5. Students pursuing **minors** should notify the college and the Engineering Advising Center as soon as possible. The granting college must verify a minor. **Minors must be completed before or concurrently with your major coursework. Minors completed after you have graduated from the College of Engineering will not be posted on your academic record.**
6. When filling out the Graduation Self Check, **ROTC students who will be commissioned** should identify themselves as such.
7. If your graduation plans should change or you have questions concerning graduation, please contact the Engineering Advising Center at 325-4096 or lgoeringer@ou.edu.