

ME & NRE Undergraduate Graduation – Graduation Application Procedure

Step 1. When do I apply to graduate? NOTE: All dates are subject to change! Check the registrar's website for changes:
<http://www.registrar.gatech.edu/students/deginfo/dprocess.php>

Graduation Semester	Dates to Apply to Graduate
Fall 2016	January 22, 2016 – August 26, 2016
Spring 2017	September 1, 2016 – January 13, 2017
Summer 2017 (walk in Spring 2017 graduation) <i>A special form is required to walk early: www commencement.gatech.edu/students/summer-graduates</i>	January 22, 2017 – March 1, 2017 (subject to change)
Summer 2017	January 22, 2017 – May 26, 2017

Step 2. Apply to Graduate using the On-line Application for Graduation System in OSCAR

- Log into www.buzzport.gatech.edu and select **Registration – OSCAR**.
- Select **Student Services & Financial Aid**, then **Student Records** and then **Apply to Graduate**.
- If you are asked to **Select the Current Term**, then select the current semester. Press **Continue**.
- If your minor or concentration is not correct they must be corrected immediately after you apply to graduate.**
 - Major Change Form:** www.registrar.gatech.edu/students/formlanding/changemajor.php
 - Minor Change Form:** www.registrar.gatech.edu/students/formlanding/changeminor.php
 - Concentration Declaration:** www.degreeworks.gatech.edu/images/training/concentration_mgt.pdf
- General Notes:
 - Students who have two majors can only select one major at a time; you will need to complete this entire process for both majors.
 - If you use a different name on the **Diploma Name Selection** screen, the registrar's office will review all name change requests.
 - On the **Diploma Mailing Address Selection** screen, select the address where you want to send your diploma. NOTE: Diplomas are mailed approximately 8 weeks after graduation so plan accordingly.

Step 3. Verify Your On-line Application for Graduation

- To view your degree status, login to DegreeWorks (see step 5). Near the top of your audit, under a section titled **Student View**, you will see a field **Graduation Status**. The text that appears there is your current degree status.

Step 4. International Plan, Minor and Certificate Forms Must be Submitted (if applicable)

- International Plan (IP):** All IP students must submit the IP advising form with the necessary signatures to the registrar's office separate from your application to graduate: www.internationalplan.gatech.edu.
- Minors:** Minors are noted on your transcript, but not on your diploma. The minor program of study with the necessary signatures must be turned into the registrar's office ONLY IF THE MINOR REQUIREMENTS ARE NOT LISTED IN DEGREEWORKS. Minor program of studies are at: www.catalog.gatech.edu/academics/minors.php.
- Certificates:** Certificate forms are not turned in with the degree application. They are turned in directly to the department offering the certificate. You must ask the department offering the certificate for their form.

Step 5. Review Your DegreeWorks Audit

- DegreeWorks is Georgia Tech's on-line degree audit system to verify you are eligible to graduate. **It is completely your responsibility to verify your DegreeWorks audit is correct and your requirements are all met.**
- Log into www.degreeworks.gatech.edu. The login is on the yellow bar, right side of screen under Buzz.
- Verify that your catalog year is correct. That can be found in the **BSME-Degree Requirements** bar (it is black). If this is not correct you must fill out a change of major form to fix it.
- Verify that your concentration and/or minor requirements are correctly showing.
- If you are unclear about something on your audit, ask your academic advisor about it.
- All free electives must be approved by your academic advisor even if they fill in on DegreeWorks.**

Step 6. Verify Your Degree Candidate Status

- Several times throughout your final semester you must verify your degree candidate status. It is near the top of your DegreeWorks Audit, under a section titled **Student View**, you will see a field **Graduation Status**.
- Two audits will be done for graduating seniors: after phase 2 registration and after final grades are posted.
- After the first audit, students will have one month to fix any problems.**
- Any student who still has deficiencies after one month will automatically be inactivated (not graduating) and you will need to apply to graduate for the following semester.** The only deficiencies which will not lead to an automatic inactivation are LOW GPA, PENDING TRANSFER CREDIT and REGISTRAR ADMINISTRATIVE DEFICIENCY.

ME & NRE Undergraduate Graduation – Additional Information

Current DegreeWorks Issues

- **If you have any questions about your DegreeWorks audit or have anything that must be fixed, then contact your advisor.** Some current DegreeWorks issues are:
 - **Free Electives (ME Students Only)**
 - Because the free electives have level restrictions, DegreeWorks does not always correctly separate extra humanities and social science electives so that the 2000 level classes fill in for free electives. If this is a problem, **this must be fixed by your advisor.**
 - Free Electives will need approval from an advisor. There are only a handful of classes that are not allowed to be used for free electives, but DegreeWorks does not make that distinction.
 - Free Electives cannot duplicate any material already taken for the BSME degree.
 - **Music Ensemble Classes as Humanities:** Students who took [approved music classes for humanities](#) electives may not see those classes fill in correctly under the humanities electives. **This must be fixed by your advisor.**
 - **Language Classes for Humanities:** Students who took 1001 or 1101 of a language may not see those classes fill in correctly under humanities electives until after you also take the respective 1002 or 1102 class.

GPA Requirements: Overall GPA and Major (ME or NRE) GPA

- **Overall GPA:** Your truncated overall GPA must be 2.00 or greater (no rounding up) to graduate.
- **Major GPA:** Your truncated major GPA must be 2.00 or greater (no rounding up).
 - **ME (2012-2013 Catalog Year & Later):** The Major GPA includes all ME and COE classes required by name and numbers, plus ECE 3710, ECE 3741, MSE 2001, ISYE 3025, Design Elective and ME Elective.
 - **NRE:** The NRE GPA only includes any NRE classes you have taken.
 - **Major GPA Calculators:** see www.me.gatech.edu/undergraduate/advisement_faqs#gpa
- **When GPAs are Evaluated:** Your Major and Overall GPAs will be verified AFTER final grades are posted during your last semester. If you do not meet the requirements, you will not be able to graduate.

Class Information

- **Pass/Fail Classes:** Any classes which you intend to use for your BSME or BSNRE must be taken as letter grade, not pass/fail. If you are taking extra classes not used for your BS degree then you can take the classes pass/fail.
- **Social Science Electives:** see <http://catalog.gatech.edu/academics/undergraduate/core-curriculum/core-area-e/>
- **Humanities Electives:** see <http://catalog.gatech.edu/academics/undergraduate/core-curriculum/core-area-c/>
- **Ethics:**
 - **NRE:** One of PHIL 3105, 3109, 3127, 4176, INTA 2030 or HTS 2084
 - **ME (2012-2013 & Later):** see <http://catalog.gatech.edu/academics/undergraduate/core-curriculum/ethics/>
- **Research and Special Problems:**
 - **ME (2012-2013 & Later):** Students can use either a max of 6 credits of VIP courses (ECE 2811, 381X, 481X) or a max of 6 credits of research / special problems courses (2699, 4699 & 4903) as free electives. If doing both research/special problems and VIP, a total of 9 credits are allowed. Research, special problems and VIP cannot be used to satisfy the ME Elective.
 - **NRE:** Only 4 hours of research and special problems (4699 and 4903) may be used for technical electives.
- **Taking Additional Classes:** It is okay to take additional classes during your last semester. Students often add extra classes to be full time students. Extra classes can be taken pass/fail, if they are not used for your degree (or minor).

Honors Information

- Honors levels are at: www.catalog.gatech.edu/rules/13e.php. Honors on your diploma will be based on your final grades, but honors at graduation will be based on your grades as of the semester prior to graduation.
- In order to be eligible for honors, you must earn 60 credit hours at Georgia Tech. If you do not have 60 credit hours you will not be eligible for any honors, regardless of your GPA.

Graduation and Commencement

- [Graduation Requirements](#)
- [Commencement & Ticket Information](#)
- [Information for Summer Graduates Who Want to Attend Spring Commencement](#)
- [Commencement Fair](#)