

# ME & NRE Undergraduate Graduation – Graduation Application Procedure

## Step 1. When do I apply to graduate?

- Use the registrar's website for due dates: <http://www.registrar.gatech.edu/students/deginfo/dcprocess.php>
- In general, degree applications are due by Friday of the first week of school, the semester you plan to graduate.
- To graduate in the summer and walk through spring graduation, you must apply for summer (not spring) graduation and fill out a separate form to ask to walk in spring graduation. This will be due usually by ~March 5. See details at: [www.commencement.gatech.edu/students/summer-graduates](http://www.commencement.gatech.edu/students/summer-graduates)

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

- Log into [www.buzzport.gatech.edu](http://www.buzzport.gatech.edu) and select **Registration – OSCAR**.
- Select **Student Services & Financial Aid**, then **Student Records** and then **Apply to Graduate**.
- Select the **Current Term** by choosing the current semester (not your graduating semester). Press **Continue**.
- If a major, minor or concentration is not declared or removed, they must be corrected immediately after you apply to graduate.**
  - Major Change / Declaration:** <https://registrar.gatech.edu/info/change-major-form-undergraduate-students>
  - Minor Change / Declaration:** <https://registrar.gatech.edu/info/change-minor-form>
  - Concentration Declaration:** [www.degreeworks.gatech.edu/images/training/concentration\\_mgt.pdf](http://www.degreeworks.gatech.edu/images/training/concentration_mgt.pdf)
- Students who have two majors can only select one major at a time and need to do this process twice, once for each major.
- 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.

**Georgia Tech DegreeWorks Audit**

Student View AC67EFl as of 05/19/2018 at 02:51			
Student	Burdell, George Putrick	Level	Undergraduate Semester
ID	900012540	Degree	BS in Mechanical Engineering
Classification	Senior	College	College of Engineering
Overall GPA	3.54	Major	Mechanical Engineering
Degree Candidate	AW	Concentration	
Academic Standing	Good Standing	Minor	
Graduation Information	Spring 2016 - BSBMED-BMED: Inactive Application - Will Not Grad, Must Reapply		

## Step 4. International Plan 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](http://www.internationalplan.gatech.edu).
- 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](http://www.degreeworks.gatech.edu). The login is on the yellow bar, right side of screen under Buzz.
- Verify that your catalog year is correct. 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**, and then **Graduation Information**. See picture in Step 3. above.
- Two audits will be done for graduating seniors: after phase 2 registration and after final grades are posted. It is your responsibility to check degreeworks to see if the registrar identifies any problems with your graduation.

## 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.

### 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](http://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: <http://catalog.gatech.edu/rules/13/> 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](#)