



Graduation Plan Instructions

Once a student completes 160 credit hours, regardless of their time at Florida State University, they are placed on the mandatory graduation list. If the student is not eligible to graduate in that semester, they must complete a graduation plan, which will outline the remaining requirements needed to satisfy their Bachelor's degree. **Students are prohibited from registering for future courses until the graduation plan is complete.**

Please complete the following steps:

1. Meet with your academic advisor to create the graduation plan. If you have multiple majors, you must meet with an academic advisor from each program.
2. Submit the plan, along with updated major graduation checks, to your graduating Dean's office for review. If you are completing a dual degree from different Colleges, both Dean's offices must review and approve the plan.
3. If approved, you must submit the graduation plan, in a sealed envelope, to the Graduation Planning and Strategies Office in 135 Diffenbaugh. You will be assigned a graduation specialist who will monitor your degree progress to ensure the graduation plan is being followed. *Any future deviation from the plan must be approved by your Dean's office.*

Please be aware students with a high number of hours may be subject to increased tuition costs due to the [Excess Credit Policy](#). Additionally, if you receive any type of financial aid, it is advised that you check with the [Office of Financial Aid](#) to make sure your anticipated funding is still available.

If you have any questions, please contact Jill Flees in the Graduation Planning and Strategies Office at 850-644-2138 or jill.flees@fsu.edu.

The initial graduation plan must be created by the student's major advisor, in collaboration with the student, and approved by the graduating College before being submitted to the Graduation Specialist. Any deviation from the graduation plan after submission must be pre-approved by the student's graduating College.



Graduation Plan

Student Name: _____

EMPLID: _____

University Email: _____

Phone: _____

Graduating College: _____

Primary Major: _____

Additional Major: _____

Adjusted Graduation Date: _____

Minor (if applicable): _____

Anticipated Total Hours at Graduation: _____

Student Athlete: Yes___ No___

Receiving VA Benefits: Yes___ No___

Remaining general education requirements: _____

Remaining university-wide requirements: _____

Advisor: You must indicate if each course on the plan is required for degree completion. If alternative course options exist or if the coursework is being completed at another institution, please include that information in the semester notes area.

Current Term Enrollment:		
Course	Hours	Degree Applicable
Total Hours		

Semester Notes/Instructions

Semester/Year:		
Course	Hours	Degree Applicable
Total Hours		

Semester Notes/Instructions

Semester/Year:		
Course	Hours	Degree Applicable
Total Hours		

Semester Notes/Instructions

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Semester/Year:		
Course	Hours	Degree Applicable
Total Hours		

Semester Notes/Instructions

Semester/Year:		
Course	Hours	Degree Applicable
Total Hours		

Semester Notes/Instructions

Additional Instructions from Major(s) / College(s)

By signing this graduation plan, I understand the remaining requirements for my degree. I agree to follow this graduation plan exactly how it is outlined and understand any changes to this plan must be approved by my College.

The Graduation Planning and Strategies Office will be monitoring your progress and adherence to the approved degree plan. Any deviation from the graduation plan after submission may require submission of a new graduation plan.

Student: _____ Date: _____

This plan has been reviewed and approved by the following (please print and sign):

Primary Major Advisor: _____ Date: _____

Additional Major Advisor (if applicable): _____ Date: _____

Graduating Dean's Office: _____ Date: _____

Assigned Graduation Specialist: _____

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