

## **Graduation Procedures**

Undergraduate students must fill out an application for graduation with the IE Academic Counselor in MEB, room G-7. The deadline for submitting the application is the third Friday of the quarter in which the student intends to graduate. (Students graduating in Summer Quarter who plan to attend the Commencement ceremony must meet the Spring Quarter application deadline.)

It is the student's responsibility to apply for the degree since degrees are not automatically awarded when requirements have been satisfied. Students will also be asked to complete an [Exit Interview form](#) and discuss their comments with the IE Undergraduate Faculty Advisor.

A student is expected to graduate with no more than 30 credits over the minimum required, which is 180 credits.

During the third week of the quarter, a registration hold is placed on all students who have completed more than 210 credits. Students who have applied to graduate at the end of that quarter are the exception, since they will not be registering for the next quarter. Students who have more than 210 credits and wish to graduate in a future quarter must submit a petition (available from the IE Academic Counselor) including an academic plan, approved by the IE Academic Counselor, to the dean of the College of Engineering. Plans that can be completed within two additional quarters will usually be approved. Any questions regarding the University's 210 credit rule may be addressed to the IE Academic Counselor.