MEWBOURNE COLLEGE OF EARTH AND ENERGY
GRADUATION SELF-CHECK
Read the back of this form for Graduation Requirements

Name ___________________________ ID# ______________ Date Submitted __________
First Middle Last

Expected Graduation Term ___________________________ Major ___________________________

Second Degree ___________________________ Minor ___________________________

Will you be participating in May Convocation or the December Convocation Reception? (Circle One) 
(Note: Graduates are allowed to participate in ONE Convocation event. December Graduates may 
choose to wait to participate in the May Convocation following their December degree completion.)

Do you plan to graduate with a degree from the Honors College? (Circle One) Yes or No
Will you be commissioned into military service (ROTC)? (Circle One) Yes or No

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

Congratulations! You are approaching graduation! Mewbourne College of Earth and Energy Student 
Services completes graduation checks for students before they graduate; however, the responsibility 
for fulfilling all graduation requirements lies with the student. To ensure that this process goes 
smoothly, fill out this information and follow these instructions as completely as possible.

1. Submit this form the semester before you intend to graduate.
2. The MCEE Student Services Office will contact you via your OU e-mail after you pre-enroll for 
your final semester for completion confirmation and application information.
3. Submitting the official University of Oklahoma Application for Graduation is required for 
graduation, and should be done early in your final semester.

Indicate remaining courses: To be completed where/how:
(Courses NOT currently enrolled in at OU) (Transfer Work, Incomplete Coursework, CLEP, Ind. Study)

________________________________________________________________________
________________________________________________________________________

Note: To confirm that all degree requirements have been met, read the University and Mewbourne 
College of Earth and Energy graduation requirements in the OU Catalog.

(Office Use Only)
Date check completed: ______________ HONORS ____________

Comments: ____________________________________________________________________

Give Forms: YES NO AFTER ______________. Date forms given to student: __________.
Follow These Steps To Assure Timely Graduation:

1. **The Graduation Self-Check** form is available on the MCEE web site, and in the MCEE Student Services Office. This should be completed the semester before you intend to graduate. MCEE Student Services will visit upper level major courses in the Fall and Spring as a reminder to those who have not already completed the form.

2. After your Graduation Self Check has been reviewed, you will receive an OU e-mail informing you to stop by the MCEE Student Services to complete the official Application for Graduation. **You cannot officially graduate unless a Graduation Application has been filed prior to the deadline. The application deadline is March 1 for Spring, July 1 for Summer and October 1 for Fall.** Your diploma will be mailed to the address you put on the application.

3. The above e-mail goes to your OU E-mail account ONLY. In order to receive important information about graduation in a timely manner, **check your OU e-mail regularly.**

4. All work must be completed by the last day of finals. **All correspondence courses, incomplete grades, grade changes, or other changes to the academic record required for current semester graduation must be submitted to the Admissions & Records office.** Official Transfer Transcripts should be submitted to Academic Records within ten working days after the last day of finals to be considered for graduation in the current semester. All fees and charges must be paid to the Bursar’s Office prior to the posting of the degree.

5. Students pursuing minors and Dual Degrees should notify the granting college and the MCEE Student Services as soon as possible. The granting college must verify the completion of the second degree and minor. **Minors must be completed before or concurrently with your major coursework. Minors completed after you have graduated from the University of Oklahoma 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 MCEE Student Services at 325-4005.

**UPDATED 9/10**