***DEADLINE:*** The School of Health and Rehabilitation Sciences (SHRS) requires that each undergraduate student file an application for graduation. See window of time below to receive priority scheduling. Submit the application found on the HRS blog electronically. **Please note: Paper copies of the application will not be accepted and SHRS students are not eligible to apply to graduate via Buckeyelink.**

***TO GRADUATE:***

|  |  |
| --- | --- |
| Autumn Semester | Between the last 4 weeks of previous Autumn semester and first 4 weeks of Spring semester |
| Spring Semester | Between the last 4 weeks of previous Spring semester and first 4 weeks of Autumn semester |
| Summer Semester | Between the last 4 weeks of previous Autumn semester and first 4 weeks of Spring semester |

***INSTRUCTIONS & INFORMATION:*** Further graduation instructions will be emailed to the student’s OSU email approximately four and then again the tenth week of the semester in which graduating. At this time, students must review the accuracy of their permanent address, home town, and spelling of their full name. Student should regularly check the name.#@osu.edu email account and the [School’s website](http://www.hrs.osu.edu/) for additional information. **Please note the SHRS Student Office is not responsible for undeliverable emails to students.**

Students must complete a Commencement ceremony excuse form and return it to the SHRS Student Service Office on or before the **Tenth Friday** of the term if a student does **NOT** plan to march in the commencement ceremony. Students who do not plan to attend the Commencement ceremony should indicate on the excuse form how they prefer their diploma to be received, either mailed or picked up. This excuse form can be accessed at [www.commencement ceremony.osu.edu](http://www.commencement.osu.edu).

The tassel color for The School of Health and Rehabilitation Sciences is **KELLY GREEN**. Students must tell the Bookstore that the academic unit is the “College of Medicine” so they provide the correct tassel.

***GRADUATION REQUIREMENTS***: Per Ohio State Faculty Rules, graduating students **must be enrolled in the college or school** **(SHRS)** from which they will receive their degree. The SHRS Director of Academic Affairs may, on petition by the student, waive this requirement. If the student is planning to take courses outside of Ohio State University during the final semester, they must indicate this on the electronic application to graduate form and also complete the [***graduation residency requirement petition with in the posted time frame.***](http://u.osu.edu/hrssso/your-student-services-office/forms/)

For students to view their name as it will appear on the diploma, access the “Find People” link from the OSU website. Once there, enter the first and last name or lastname.# and then select search. The name on the screen will be the name that will be printed on the diploma. **Please note name changes entered through Buckeye Link will NOT change the name printed on the diploma.** To officially change a student’s name on their academic record, students must submit a [“Request for Change of Record”](http://registrar.osu.edu/students/req_chng_rec.pdf) form along with appropriate documentation verifying the name change to Buckeye Link (formerly the Student Service Center), located at 281 West Lane Avenue, and by the appropriate deadlines listed above.

After students submit the application to graduate online, any changes to a graduating student’s planned course schedule must be approved by the student’s faculty advisor and then submitted to the Director of Student Services Students will need to submit another electronic application to graduate which reflects any class changes not included on student’s original application to graduate. If students are **NOT** making course changes, but **SWITCHING THE SEMESTER** in which students propose to graduate, students **DO** need to submit another application to graduate.

Students are responsible for knowing the curriculum and requirements of their degree program. Students must utilize their degree audits for this information as this is a tool SHRS uses for degree certification. Students who **DO NOT** meet their degree requirements at the conclusion of their intended graduation semester (e.g. failure to pass a class, grades not posted on time, failure to earn minimum grade requirements, cumulative below a 2.0) will be notified via their OSU email and given the option to participate in the Commencement ceremony, but not receive their diploma until a later date when **ALL** degree requirements have been met.

Students who do not meet their degree requirements during their intended semester of graduation **MUST** re-submit another electronic application to graduate (for graduation in a later semester). **Please note** that if a student does not meet their degree requirements but opts to participate in the current semester Commencement ceremony, they **CAN NOT** participate in a future Commencement ceremony when their degree requirements have been met. They will need to complete an absence from Commencement ceremony form for their actual term of graduation.

Students are only eligible to participate in Commencement ceremony **ONCE**. Students are **NOT** permitted to participate in Commencement ceremony in a semester different than their graduation. (e.g. requesting to “walk” in spring when their application to graduate is either the following summer or autumn semester.) **Please note that** **SHRS students can only participate in the Commencement ceremony during the semester in which they applied to graduate, unless granted permission by the SHRS Director of Academic Affairs.**

**ALL** financial obligations to Ohio State must be resolved prior to the weekend of graduation in order to receive the student’s diploma at the Commencement ceremony. Students must check Buckeyelink to determine if there is a **HOLD** on their students account.

Students cannot submit an application to graduate with any outstanding transfer credit (prior to the second to last semester) and/or any outstanding curriculum petitions. It is **STRONGLY RECOMMENDED** that graduating students **DO NOT** take courses required for graduation at another institution during the student’s semester of graduation; doing so might not provide enough time to verify coursework completion in order to award students with their actual diploma at the Commencement ceremony.

Students must complete a minimum of 120 semester credit hours and have a minimum cumulative GPA of 2.0 in additional to fulfilling their program’s curriculum and residency requirements to be approved to graduate and receive their diploma. This information is listed on the first page for the student’s degree audit. Please note that an incomplete DARS will not prevent a student from graduating. It is only to be used as a tool.

Auditing of a student’s degree by the SHRS Student Service Office will take place once the student’s application to graduate is received. The audit review is based ONLY on the student’s degree requirements as signified in the student’s Ohio State undergraduate academic record (major, program year, minor, etc.). Any additional courses students are taking such as prerequisites for post baccalaureate, graduate programs and/or certification, in addition to the student’s undergraduate degree requirements, are the student’s responsibility and will not be audited as part of the graduation auditing process.

***LATIN HONORS:*** At the end of the semester preceding a student’s graduation semester, the SHRS Student Service Office will determine students’ eligibility to graduate with Latin Honors. Students must earn **60 hours at OSU** to be eligible. All coursework completed at Ohio State University will be considered in determining Latin Honors (includes coursework completed prior to using Fresh Start, if applicable).

Latin Honors will be noted on the diploma and in the Commencement ceremony program. Students who fall below the

Latin Honors bestowed at the subsequent semester prior to the last semester of enrollment will retain the Latin Honors designation. Latin Honors designation will be changed **AFTER** graduation for students who qualified for Latin Honors in the final semester of enrollment. Latin honors Cum Laude, Magna Cum Laude, and Summa Cum Laude are awarded to those graduates in SHRS who meet the following standards of these honors:

Cum Laude: Each student who graduates with a GPA of 3.50 to 3.69 and completes a minimum of 60 graded semester hours of course work at Ohio State will receive the Cum Laude designation on their diploma and transcript.

Magna Cum Laude: Each student who graduates with a GPA of 3.70 to 3.89 and completes a minimum of 60 graded semester hours of course work at Ohio State will receive the magna cum laude designation on their diploma and transcript.

Summa Cum Laude: Each student who graduates with a minimum 3.90 GPA and completes a minimum of 60 graded semester hours of course work at Ohio State will receive the summa cum laude designation upon their diploma and transcript.

The University does not round up. If students receive a 3.4999999999 at the end of the semester, students **WILL NOT** graduate with Latin Honors. However, if students are eligible for Latin Honors at the end of the graduation semester, students will receive honors cords for graduation. However, the student’s name nor Latin Honors **will not** appear in the Precommencement or Commencement ceremony bulletin as well as the diploma students receive at the Commencement ceremony. But students can have student’s diploma reprinted to state the text after graduation. It will also be noted on the official Commencement ceremony bulletin when released.

***GRADUATION WITH RESEARCH DISTINCTION:*** Students completing an approved Honors Research Project will earn the designation, “Graduating with Research Distinction in [major]”. The designation will be added to the student’s diploma and printed in the Precommencement and Commencement ceremony program once verified by the SHRS Honors Director. Students are responsible to make sure their honors requirements are met by the time of graduation. All eligibility questions are to be directed to the SHRS Honors Director.

***GRADUATION WITH HONORS IN HEALTH AND REHABILIATION SCIENCES:*** Students who have completed an approved SHRS Honors Contract will graduate with “Honors in Health and Rehabilitation Sciences.” The designation will be added to the diploma and printed in the Precommencement and Commencement ceremony program once verified by the SHRS Honors Director. Students are responsible to make sure their honor requirements are met by the time of graduation. All eligibility questions are to be directed to the SHRS Honors Director.

***MINORS:*** Students who wish to graduate with a minor should check [minor requirements](http://ccss.osu.edu/undergraduates/explore-osu-majors-minors/) to determine if the minor requires a *Minor Program Form* to be signed by the area offering the minor or their designated academic unit. If the minor requires a signature, students are required to submit the **signed** form with the application to graduate. To ensure that the minor is posted to their academic records, students must indicate on the SHRS application to graduate that they intent to or have completed the minor. Regional campus students should see their regional advisor about declaring a minor.

***DUAL DEGREES:*** Students who plan to complete two baccalaureate degrees at Ohio State University need to notify the SHRS Student Service Office prior to graduation. They must also indicate this information on the SHRS application to graduate and schedule an appointment with the SHRS Director of Student Services to confirm graduation requirements.

***GRADUATION TIMELINE:***

|  |  |
| --- | --- |
| **Applying to graduate** | **Students intending to graduate must complete the electronic application to graduate by the stated deadline; students SHRS advisor will approve eligibility and forward to administration for processing if information on the application meets degree requirements (per degree audit) during the proposed semester of graduation.** |
| **4th week of graduating semester** | **Eligible undergraduate graduating students, including LIMA, will receive an email confirmation regarding academic and graduation status; they will also receive Commencement ceremony and rehearsal information.** |
| **10th week of graduating semester** | **Eligible undergraduate graduating students, including LIMA, will receive a reminder email regarding Commencement ceremony and rehearsal information as well as line number.** |
| **14th week of graduating semester**  **(less than a month before Commencement ceremony)** | **All applications to graduate for the current semester are due by Friday @ 5pm. No applications for the current semester will be accepted after this deadline.** |
| **14th week of graduating semester**  **(less than a month before Commencement ceremony)** | **The Absence Commencement ceremony paper form is due back to 206 Atwell Hall by Friday @ 5pm if students do not wish to attend Commencement ceremony.** |
| **15th week of graduating semester** | **Eligible undergraduate graduating students will receive confirmation of their line number for the Commencement ceremony; *Please note that line numbers may change by a few digits by the actual Commencement ceremony.*** |
| **16th week on Wednesday @ 5:00pm** | **Grade posting deadline for graduating students** |
| **Commencement ceremony Rehearsal** | **Commencement ceremony rehearsal is either on the Friday before the Commencement ceremony (sp) or the morning of Commencement ceremony (au & su). Please visit the Commencement ceremony website for further information. Rehearsal is NOT required but strongly recommended.** |
| **Saturday before Commencement ceremony (sp only)** | **SHRS Precommencement ceremony. Attendance is NOT required but strongly recommended.** |
| **Sunday after finals week** | **Commencement ceremony: All students who have successfully met their degree requirements will receive their official diploma at graduation. Students will be emailed prior to Commencement ceremony if they have not been approved to graduate during the current semester. Students that have become eligible for Latin hours after grades have posted will be notified by the SHRS Student Office and must arrange to pick up their Latin honor cords in 206 Atwell Hall for the Commencement ceremony. Advisors will be at commencement line up to assist students.** |

**HELPFUL LINKS**

|  |
| --- |
| [**Commencement Ceremony Services**](http://www.commencement.osu.edu) **and** [**Absence From Commencement Ceremony Form**](http://www.commencement.osu.edu) |
| [**Commencement Ceremony Week Activities**](http://www.commencement.osu.edu/events) |
| [**OSU Alumni Association**](http://www.osu.edu/alumni) |
| [**SHRS Alumni Association**](http://www.hrsalumni.clubexpress.com) |
| [**OSU Career Connections**](http://www.careerconnection.osu.edu) |
| [**Life Time Email-To Keep OSU Email For Life**](http://www.ocio.osu.edu) |
| [**Transcript Ordering**](http://www.buckeyelink2.osu.edu) |
|  |