***DEADLINE:*** The School of Health and Rehabilitation Sciences (SHRS) requires that each undergraduate student submit an application for graduation. Refer to the window of time below to receive priority scheduling for your final semester/year. Submit this completed paper application form to the main desk in the SHRS Student Services Office, 206 Atwell Hall. An example for “division & track” is: Medical Laboratory Science; certification. **\*\*SHRS students are not eligible to apply to graduate via Buckeyelink or online in any way.**

**TO GRADUATE:**

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

***INSTRUCTIONS:*** Graduation instructions will be emailed to the student’s OSU email approximately four and then again during the tenth week of the semester in which graduating. Student should regularly check the name.#@osu.edu email account and the [School’s website](http://www.hrs.osu.edu/) for additional information. **\*\*The SHRS Student Office is not responsible for undeliverable emails to students.**

Students must complete a paper Commencement excuse form and return it to the SHRS Student Service Office on or before the **tenth Friday** of the graduating semester if they do **NOT** plan to attend Commencement. Students who do not plan to attend the Commencement ceremony must complete a form to request that their diploma be mailed or picked up. This form can be found at [www.commencement.osu.edu](http://www.commencement.osu.edu).

The tassel color for undergraduate SHRS graduating students is **KELLY GREEN**. Students must make sure they tell the Bookstore when purchasing the cap/gown that their college is the “College of Medicine”.

***REQUIREMENTS***:

1- Per Ohio State Faculty Rules, graduating students **must be enrolled in the 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 their final semester, they must indicate this on the other side of this form and complete the ***graduation residency requirement petition***.

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

3- Update your permanent address on the [Buckeye Link website](http://buckeyelink.osu.edu/) with a mailing address that will be valid for at least one month following Commencement. Should it be necessary to mail your diploma to you for any reason, your permanent address will be used for the mailing. ALSO, check the accuracy of your “hometown”. The state will not be listed. If these items are NOT correct, please contact [SHRSStudentServices@osumc.edu](file:///\\shrs-p01\users\SA\GRADUATION\16-17\1162\HRSStudentServices@osumc.edu).

4- After submitting your application to graduate, any changes to a graduating student’s planned course schedule must be submitted to the Director of Student Services and approved by your faculty advisor. If you are **NOT** making course changes, but **SWITCHING THE SEMESTER** in which you propose to graduate, you **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 the tool the 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 Commencement, 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 graduation application (for graduation in a later semester) directly to 206 Atwell Hall. Please note that if a student does not meet their degree requirements but opts to participate in the current semester Commencement, 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 form. Students are only eligible to participate in Commencement **ONCE**. Additionally, students are **NOT** permitted to participate in Commencement 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). **Students can only participate in Commencement during the semester in which they applied to graduate.**

5- **ALL** financial obligations to Ohio State must be resolved prior to the weekend of graduation in order to receive your diploma at Commencement. Please check Buckeyelink to determine if there is a HOLD on your account.

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

7- 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 30 credit hour residency requirements to be approved to graduate and receive their diploma. This information is listed on the first page for your degree audit for your review.

The auditing of a student’s degree by the SHRS Student Service Office is based **ONLY** on their degree requirements as signified by their Ohio State undergraduate academic record (major, program year, minor, etc.). Any additional courses taken for prerequisites to post baccalaureate, graduate programs and/or certification in addition to 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 have earned **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). Latin Honors will be noted on the diploma and in the Commencement program. Students who fall below the Latin Honors bestowed at the subsequent semester prior to the last semester 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. The 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 upon the 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 upon the 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 the diploma and transcript. Unfortunately, the University does not round up. If you receive a 3.4999999999 at the end of the semester, you **will not** graduate with honors.

However, if you are eligible for Latin Honors at the end of semester, you will receive honors cords for graduation. However, your name **will not** appear in the Commencement bulletin and it will not state the Latin Honor on the diploma you receive at Commencement. But you can have your diploma reprinted to state the honor after graduation. It is also noted on the official Commencement bulletin released.

***GRADUATION WITH DISTINCTION:*** Students completing an approved Honors Research Project will earn the designation, “Graduating with Distinction in [major]”. The designation will be added to the diploma and printed in the Commencement 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 need to be directed to the SHRS Honors Director.

***GRADUATION WITH HONORS IN HEALTH AND REHABILIATION SCIENCES:*** Students who have completed an approved Honors Contract will graduate with “Honors in Health and Rehabilitation Sciences.” The designation will be added to the diploma and printed in the Commencement 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 need to be directed to the SHRS Honors Director.

***MINORS:*** Students who wish to graduate with a minor should check the minor requirements at: <http://ascadvising.osu.edu/programs/minors> to determine if the minor requires a *Minor Program Form* to be signed by the area offering the minor or designated academic unit. If the minor form requires a signature, students are required to submit the form with the graduation application. To ensure that the minor is posted to their academic records, students must indicate on the SHRS graduate application 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 the required information on the SHRS graduation application 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 submit a paper application to graduate to 206 Atwell; your SHRS advisor will approve eligibility and forward to administration for processing if information on the application is set to meet 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 and rehearsal information.** |
| **10th week of graduating semester** | **Eligible undergraduate graduating students, including LIMA, will receive a reminder email regarding Commencement and rehearsal information, including line number for Commencement.** |
| **14th week of graduating semester**  **(less than a month before Commencement)** | **All applications to graduate for the current semester are due by Friday. No applications for the current semester will be accepted after this deadline.** |
| **14th week of graduating semester**  **(less than a month before Commencement)** | **The Absence Commencement paper form is due back to 206 Atwell Hall by Friday if students do not wish to attend Commencement.** |
| **15th week of graduating semester** | **Eligible undergraduate graduating students will receive confirmation of their line number at Commencement; beware that line numbers may change by a few digits by the actual Commencement.** |
| **Grade posting deadline** | **5:00pm Wednesday of week 16** |
| **Commencement Rehearsal** | **Commencement rehearsal is either on the Friday before Commencement (sp) or the morning of Commencement (au & su). Please visit the Commencement website for further information. Rehearsal is NOT required but strongly recommended.** |
| **Saturday before Commencement (sp only)** | **SHRS Precommencement. Attendance is NOT required but strongly recommended.** |
| **Sunday after finals week** | **Commencement: All students who have applied to graduate, and successfully met their degree requirements will receive their official diploma at graduation. Students will be emailed prior to Commencement if they have not been approved to graduate during the current semester. Students that have become eligible for Latin hours after grades have posted must arrange to pick up their Latin honor cords in 206 Atwell Hall.** |

**HELPFUL LINKS**

|  |  |
| --- | --- |
| **Commencement Services** | **commencement.osu.edu** |
| **Commencement Week Activities** | **commencementweek.osu.edu** |
| **OSU Alumni Association** | **osu.edu/alumni** |
| **SHRS Alumni Association** | **hrs.alumni.osu.edu** |
| **OSU Career Connections** | **www.careerconnections.osu.edu** |
| **Life Time Email-to keep OSU email for life** | **ocio.osu.edu** |
| **Transcript Ordering** | **http://registrar.osu.edu/alumni/index\_transcript.asp** |
| **Absence From Commencement Form** | **commencement.osu.edu** |

* ***Is this a revised application for the same semester and year?***
* ***Is this a revised application to change the semester and/or year of graduation?***
* ***Will you graduate with a minimum 2.0 Cumulative GPA***

**Graduation Semester & Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Division & Track: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**During the semester of expected graduation, I am taking courses only at Ohio State: YES: \_\_\_\_\_\_\_\_NO: \_\_\_\_\_\_\_\_\_**

**If you selected no, be sure to turn in your residency petition with this application to graduate.**

**Name (First, Middle, Last):** (Must agree with name shown on “Find People” and be your legal name.)

**Student ID:** **OSU Email:**

**Hometown:** (To be printed in the University Commencement Program) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:** (Graduation materials will be mailed to this address)

**City, Zip:** **Phone:**

***Select one choice below:***

**Bachelor of Science in Health and Rehabilitation Sciences-**

\*\*I HEREBY APPLY to the College of Medicine, School of SHRS, for admission to candidacy for the degree Bachelor of Science in Health and Rehabilitation Sciences

**Post Baccalaureate Certificate of Study**

\*\*I HEREBY APPLY to the College of Medicine, School of SHRS, for admission to candidacy for Certification of Study in the School of Health and Rehabilitation Sciences

**Minor:** (Turn in approved minor form from dept. with graduation application, if applicable) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Honors:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Distinction:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Indicate if you were selected for and participated in the following programs)

**Dual/Degree:** *College/s***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Major/s***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Graduates must file a Graduation Application in your respective program for their second degree)

**If Dual Degree, indicate which college you will march with at Commencement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**My SIGNATURE above signifies that I must successfully complete all degree requirements in order to graduate.**

**Office Use Only:**

* Date submitted to SHRS OSS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Graduation application posted in SIS
* Minor posted in SIS
* Residency Petition returned, if applicable
* Commencement excuse form submitted to University Registrar, if applicable

**Advisor Use Only:**

|  |  |
| --- | --- |
| Earned Hours to Date |  |
| Proposed hours for final semester |  |
| Total hours for degree |  |
| Cumulative GPA |  |
| Latin Hours |  |
| Taking courses outside OSU ; petition received/approved |  |
| Outstanding transfer credit/curriculum petitions |  |
| Eligible to graduate |  |
| Certified to graduate |  |