APPLICATION FOR GRADUATION INSTRUCTIONS

GENERAL INFORMATION:
The University requires that each student files an application for graduation before the start of the term prior to the term of graduation. Submit completed application form to the SHRS Student Services Office, 206 Atwell Hall.

Graduation instruction will be emailed to the student’s OSU email approximately eight weeks before graduation. At this time, you can review the accuracy of your local address, home town and spelling of your name. Regularly check the name.#@osu.edu email account and the website at www.medicine.osu.eduhrs for additional information.

Notify the SHRS Student Service Office on or before the tenth Friday of the term if you do NOT plan to attend Commencement. Students who do not plan to attend the Commencement ceremony should complete a form to request that the diploma be mailed or picked up. This form can be accessed at www.commencement.osu.edu.

LATIN HONORS
At the end of the term preceding your graduation term, the Office Student Services will determine eligibility to graduate with Honors. Students must have earned 30 hours at OSU to be eligible. All coursework completed at OSU will be considered in determining Latin Honors (includes coursework completed prior to Fresh Start). The University standards of Latin Honors are as follows:

3.50-3.69 Cumulative GPA is Cum Laude
3.70-3.89 Cumulative GPA is Magna Cum Laude
3.90-4.00 Cumulative GPA is Summa Cum Laude

Latin Honors will be noted on the diploma and in the commencement program. Students who fall below the Honors bestowed at the next to the last semester will retain the honors designation. Honors designation will be changed after graduation for students who qualified for Latin Honors in the final term of enrollment.

GRADUATION WITH DISTINCTION
Students completing an approved Honors Research Project will earn the designation, “Graduating with Distinction in [major]” added to the diploma and printed in the commencement program.

GRADUATION WITH HONORS IN HEALTH AND REHABILITATION 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.

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 major. If the minor requires a signature, students are required to submit the form with the graduation application.

DUAL DEGREES
Students who plan to complete two baccalaureate degrees need to notify the SHRS Student Service Office. Indicate required information on the graduation application and schedule an appointment with the Director of Student Service.

SHRS ALUMNI SOCIETY
SHRS graduates receive a complimentary one year membership in the SHRS Alumni Society. Complete the Alumni Info Form to stay informed about activities of the SHRS Alumni Society.
INSTRUCTIONS
Students should submit the completed graduation applications in the SHRS Student Service Office before the start of the term prior to the term of planned graduation.

Graduation Term/Year: _______________ Division & Track: ________________________________

Name (First, Middle, Last): ________________________________________________________ (Must agree with name shown on student records)

Student ID: ___________________________ OSU Email: ________________________________

Hometown and State (for Commencement Program): ______________________________________

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

Local City, Zip: ___________________________ Local Phone: _____________________________

Select one choice below:

_____ Bachelor of Science in Health and Rehabilitation Sciences

_____ Post Baccalaureate Certificate of Study

Minor: ________________________________

Dual Major/Degree: ___________________________
(You will need to file a Graduation Application in your respective program for your second degree)

If Dual Degree, indicate which college you will march with at Commencement __________________

Student Signature: ___________________________ Date: ____________________________

Office Use Only:

Graduation application inputted in SIS ___
Minor posted in SIS ___
Name change form submitted to University Registrar (if applicable): ______
Commencement excuse form submitted to University Registrar (if applicable): ________

Updated 8.28.15