



### Commencement Ceremony Excused Form

It is important that you complete and submit this form **to your college office at least two weeks prior** to the date of your Commencement.

Note: Master’s and PhD candidates should submit this form to the Graduate School.

Print your full name.

Date: \_\_\_\_\_

First	Middle	Last
Your College	OSU Student ID Number	
Expected Degree	for _____ Semester	Year _____ Commencement.

Check ONLY ONE of the spaces below:

- I will pick up my diploma **within one week** after Commencement at the Student Services Center (SSC) on the first floor of the Student Academic Services (SAS) building, 281 West Lane Avenue.
- I cannot personally pick up my diploma **within one week**, but I am authorizing the person(s) named below to pick up my diploma on my behalf.

\_\_\_\_\_ Full name of the person(s)

\_\_\_\_\_ to whom you are giving permission.

\_\_\_\_\_  
Your signature is required to release diploma to someone else.

- Please mail my diploma.

Note: All diplomas mailed by The Ohio State University are mailed through U.S. mail to the **permanent address** listed in “My Student Center” in Buckeye Link.

To change your address:

1. Go to “My Student Center” in Buckeye Link.
2. Go to the “Personal Information” section.
3. Click on “Permanent Address”.
4. Click on the “edit” button.
5. Update address information and click on “OK”.
6. Choose the date on which your changes should take effect.
7. Click on “Save”.

**By initialing below, I certify that I understand I am responsible for updating and verifying my permanent address listed in “My Student Center”. I also understand that this is the address to which my diploma will be mailed, and that failure to update the address will delay delivery of my diploma and may result in replacing the diploma at my own expense.**

\_\_\_\_\_  
Your initials signify that you have read this notice.