**DEADLINE:** The School of Health and Rehabilitation Sciences (HRS) requires each undergraduate student applies for graduation. To determine the deadline, refer to the window of time below to receive priority scheduling for your final semester/year. Submission of the HRS application can only be completed via [HRS Graduation Application](#) by the posted deadline. HRS students are not eligible to apply to graduate via Buckeyelink.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Window of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Semester</td>
<td>Between the last 4 weeks of the previous Autumn semester and the first 4 weeks of the Spring semester</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Between the last 4 weeks of the previous Spring semester and the first 4 weeks of the Autumn semester</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>Between the last 4 weeks of the previous Autumn semester and the first 4 weeks of the Spring semester</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS/INFORMATION:** Graduation instructions/information will be emailed to the student’s OSU email during week four and then again during the tenth week of the semester in which they are graduating. Students should regularly check the name.#@osu.edu email account and the School’s website for additional information. The HRS Office of Academic Affairs is not responsible for undeliverable emails to students.

Students must complete and submit a Commencement Excuse form and either upload it to their [HRS Graduation Application](#) when completing the application or email it to HRSGradApp@osumc.edu 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 their diploma be mailed or picked up. This form can be found at [http://commencement.osu.edu/](http://commencement.osu.edu/).

**REGALIA:**
Any graduate participating in Commencement must be in the appropriate cap and gown to participate in the ceremony. If the student is not in regalia, they cannot be in the processional/ceremony. In addition, while students may decorate their caps, there should not be any alterations/modifications/decorations on the gown itself. The only item that can be worn with a cap and gown is the official Honor Cord provided by the student’s academic unit. Other cords/stoles provided by OSU student organizations or honor societies even if affiliated with Ohio State are not to be worn. Commencement staff has the right to ask students to remove any items that are not “reasonable and faithful to the traditions which give rise to the [academic costume] code”.

The tassel color for undergraduate HRS graduating students is Kelly Green. Students must make sure they tell the University bookstore when purchasing the cap/gown that their college is the “College of Medicine”.

**GRADUATION REQUIREMENTS/INFORMATION:**
1. Per Ohio State Faculty Rules, graduating students must be enrolled in the school (HRS) from which they will receive their degree. The HRS Director of Academic Affairs may, upon approval of a petition submitted by the student, waive this requirement. If the student is planning to take courses outside of the Ohio State University during their final semester, they must indicate this on their application to graduate and complete the graduation residency requirement petition.
2. Students must complete the following to be approved to graduate and receive their diploma
   a. Complete a minimum of 120 semester credit hours;
   b. Present with a minimum cumulative Ohio State GPA of 2.0;
   c. Fulfill their program’s curriculum and credit requirements;
   d. Complete at least 30 credit hours at Ohio State to meet residency requirements.

This information is listed on the first page of a student’s degree audit for review. The auditing of a
student’s degree by HRS Student Service is based on their degree requirements as signified by their Ohio
State undergraduate academic record (major, program year, minor, etc.). Any additional courses taken
for prerequisites for 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.

3. It is strongly recommended that graduating students do not take courses required for graduation at
another institution during their semester of graduation; doing so might not provide enough time to verify
coursework completion to award them with their actual diploma at Commencement.

4. All financial obligations to Ohio State must be resolved by the student before the weekend of graduation
to receive their diploma at Commencement. Students must check Buckeyelink to determine if there is a
hold on their account.

5. Students can view the name that will appear on their diploma by accessing the “Find People” link from
the OSU website. Once there, a student should enter their 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 a diploma. To officially change a name on an
Ohio State academic record, a student must submit a Request for Change of Record form along with
appropriate documentation verifying their name change to Buckeye Link located at 281 West Lane
Avenue. To access the form, visit the commencement website.

6. Students can review and update their permanent address on the Buckeye Link website with a mailing
address that will be valid for at least one month following Commencement. Should it be necessary to
mail a student their diploma for any reason, the listed permanent address will be used for the mailing.

7. After applying to graduate, any changes to a graduating student’s planned course schedule must be
submitted to the student’s HRS advisor and approved by their faculty advisor. If students are not
making course changes, but switching the semester in which they propose to graduate, they need to
submit another application to graduate with the correct semester/term. 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 HRS uses for degree certification.

8. Students who do not meet their degree requirements after their intended graduation semester (e.g.
failure to pass a class, grades not posted on time, failure to earn minimum grade requirements,
cumulative GPA below a 2.0) will be notified via their OSU email and may be 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). Additionally, students are not permitted to participate in Commencement in a
semester different from their graduation. (E.g. requesting to “walk” in spring when their graduate
application is either the following summer term or autumn semester). Students can only participate in
Commencement during the semester in which they applied to graduate.

Updated 9.1.2021
LATIN HONORS:
At the end of the semester preceding a student’s graduation semester, HRS Student Service will determine a students’ eligibility to graduate with Latin Honors. Students must earn 60 hours at Ohio State to be eligible. All coursework completed at Ohio State will be considered in determining Latin Honors. 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 before their graduation semester/term will retain the Latin Honors designation.

If a student becomes eligible for Latin Honors after final grades are posted, they will receive an honors cord for graduation. However, their name will not appear in the Commencement bulletin and it will not state the Latin Honor on the diploma they receive at Commencement. However, instructions for diploma reprinting to state the honor will be provided when notified of their eligibility. Finally, the designation will be noted on the official Commencement bulletin.

The Latin honors cum laude, magna cum laude, and summa cum laude are awarded to those graduates in HRS who meet the following standards of these honors. 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.

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.

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

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 once verified by the HRS 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 HRS Honors Director.
MINORS:
Students who wish to graduate with a minor should check the minor requirements at https://undergrad.osu.edu/majors-and-academics/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 if not submitted previously. To ensure that the minor is posted to their academic records, students must indicate on the HRS graduate application that they intend to or have completed the minor.

DUAL DEGREES/SECOND MAJORS: Students who plan to complete two baccalaureate degrees or majors at Ohio State need to indicate this on their graduation application. They must also indicate the required information on the HRS graduation application and schedule an appointment with their advisor to confirm graduation requirements.

GRADUATION TIMELINE:

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Applying to graduate</td>
<td>The School of Health and Rehabilitation Sciences (HRS) requires each undergraduate student applies for graduation by the posted deadline. To determine the deadline, refer to the window of time at the beginning of the document to receive priority scheduling for your final semester/year. Submission of the HRS application can only be completed via the HRS Graduation Application by the posted deadline. HRS students are not eligible to apply to graduate via Buckeyelink. The student’s HRS advisor will approve eligibility and process application.</td>
</tr>
<tr>
<td>4th week of graduating semester</td>
<td>Eligible HRS graduating students will receive an email confirming graduation eligibility status as well as graduation, commencement, and rehearsal information.</td>
</tr>
<tr>
<td>10th week of graduating semester</td>
<td>Eligible HRS graduating students will receive a reminder email regarding graduation, commencement, and rehearsal information including line assignment for Commencement.</td>
</tr>
<tr>
<td>10th week of graduating semester</td>
<td>All applications to graduate for the current semester are due by Friday of the 10th week. No applications for the current semester will be accepted after this deadline.</td>
</tr>
<tr>
<td>14th week of graduating semester</td>
<td>The Commencement Ceremony Excuse Form must be submitted to <a href="mailto:HRSGradApp@osumc.edu">HRSGradApp@osumc.edu</a> by Friday for those students that do not wish to attend Commencement.</td>
</tr>
<tr>
<td>15th week of graduating semester</td>
<td>Eligible undergraduate graduating students will receive final confirmation of their line assignment at Commencement.</td>
</tr>
<tr>
<td>Commencement Rehearsal</td>
<td>Commencement rehearsal is either on the Friday before Commencement (spring) or the morning of Commencement (autumn &amp; summer). Please visit the Commencement website for further information. Rehearsal is not required but is strongly recommended.</td>
</tr>
<tr>
<td>Saturday before Commencement (Spring only)</td>
<td>HRS Pre-Commencement-Attendance is not required but strongly recommended.</td>
</tr>
</tbody>
</table>
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 before Commencement if they have not been approved to graduate during the current semester. Students that have become eligible for Latin Hours after final grades have been posted must arrange to pick up their Latin Honor cords in 206 Atwell Hall or they will be mailed.

**HELPFUL LINKS**

<table>
<thead>
<tr>
<th>Service</th>
<th>URL</th>
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<tbody>
<tr>
<td>Commencement Services</td>
<td>commencement.osu.edu</td>
</tr>
<tr>
<td>Commencement Week Activities</td>
<td>commencementweek.osu.edu</td>
</tr>
<tr>
<td>OSU Alumni Association</td>
<td>osu.edu/alumni</td>
</tr>
<tr>
<td>HRS Alumni Association</td>
<td>hrs.alumni.osu.edu</td>
</tr>
<tr>
<td>OSU Career Connections</td>
<td>ccss.osu.edu</td>
</tr>
<tr>
<td>Life Time Email-to keep OSU email for life</td>
<td>ocio.osu.edu</td>
</tr>
<tr>
<td>Transcript Ordering</td>
<td><a href="https://registrar.osu.edu/alumni/index_transcript.asp">https://registrar.osu.edu/alumni/index_transcript.asp</a></td>
</tr>
<tr>
<td>Absence From Commencement Form</td>
<td>commencement.osu.edu</td>
</tr>
</tbody>
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Updated 9.1.2021