



Contents

SUBMISSION DEADLINE:	2
GRADUATION INFORMATION:.....	2
REGALIA:- <i>Degree-only graduates</i>	2
GRADUATION REQUIREMENTS: - <i>Degree-only</i>	3
GRADUATION REQUIREMENTS: - <i>Certificate-only</i>	5
DISTINCTION/HONORS:- <i>Degree-only</i>	5
<i>Latin Honors</i>	5
<i>Graduation With Research Distinction</i>	6
<i>Graduation With Honors in Health and Rehabilitation Sciences</i>	6
MINORS:.....	7
DUAL DEGREES/SECOND MAJORS:.....	7
GRADUATION TIMELINE:	7
HELPFUL LINKS	8



SUBMISSION DEADLINE:

Undergraduate students completing an undergraduate degree and/or certificate program in Health and Rehabilitation Sciences (HRS) are required to complete and submit a graduation application. To determine the appropriate deadline and receive priority scheduling for a student’s final semester, please refer to the window of time below. Submission of the HRS application can only be completed via [HRS Graduation Application](#). A change in your graduating term requires the completion of a new application.

HRS students are not eligible to apply to graduate via Buckeyelink. HRS students completing a graduate degree and/or certificate program should visit the [Ohio State Graduate School](#) for graduation information.

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

GRADUATION INFORMATION:

Students who have applied to graduate will receive an email to their OSU dot email (not buckeyemail) during week four and then again during the tenth week of the semester in which they are graduating regarding graduation information. Students should regularly check the name.#@osu.edu email account and the University’s commencement [website for additional information](#). The HRS Office of Academic Affairs is not responsible for undeliverable emails to students.

If a student is not attending Commencement, they must complete and submit a Commencement Excuse form to request their diploma to be mailed or picked up. This form can be found at <http://commencement.osu.edu/>. The form can either be uploaded to their [HRS Graduation Application](#) when completing the application or emailed to HRSGradApp@osumc.edu. Excuse forms will be accepted until the tenth Friday of the graduating semester.

REGALIA:-Degree-only graduates

Graduates participating in Commencement must be in the appropriate cap and gown to participate in the ceremony. If a 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 item that is 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 and School of Health and Rehabilitation Sciences.

GRADUATION REQUIREMENTS: -Degree-only

- 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 an [HRS graduation residency requirement petition](#).
- Students must complete the following to be approved to graduate and receive their diploma:
 - Complete an [Application to Graduate](#)
 - Complete a minimum of 120 semester credit hours
 - Present with a minimum cumulative Ohio State GPA of 2.0
 - Fulfill their program’s curriculum, cumulative major GPA, and credit requirements
 - 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.

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

It is the student’s responsibility to ensure that the course(s) taken will fulfill the intended course requirements at Ohio State, and have a transcript sent from the host institution to Ohio State. Ohio State has a formal arrangement for graduating students attending Columbus State Community College and it is clearly explained on the [CSCC Early Grade Release page](#). Should a student be enrolled at another institution, they are encouraged to inquire if they have a similar early grade release program.

Transfer credit must be posted to the student record by 5:00pm on the Friday before commencement to receive a diploma during Commencement. If the credit does not



post by that deadline, students may still participate in Commencement, but they will not receive their diploma or honor cords at Commencement.

Students have up to the second Friday of the subsequent term to resolve any outstanding coursework issues and be certified to graduate for the original term of graduation. If any issues are still unresolved by this deadline, then the student will need to reapply for graduation during an upcoming term.

After a student has completed the course and have requested a transcript to be sent to [Ohio State's Graduate and Professional Admissions](#), students are able to view their Transfer Credit Report online at [Buckeyelink](#). Once the credit has been posted to the Ohio State record, it will appear on this report.

- All financial obligations to Ohio State must be resolved by the student before the weekend of graduation to receive their diploma/honor cord at Commencement. Students must check Buckeyelink to determine if there is a hold or a “to-do list” posted to their accounts. Students who have any financial obligations left to the university will not receive their diploma until those issues are settled. These can include, but are not limited to, tuition payments, exit interviews, library fines, parking tickets, etc. In addition, the university will not release a student’s diploma or transcripts to the student or future employers until such issues are settled.
- Students can view the name that will appear on their diplomas by accessing their Buckeyelink. From there, visit the Personal Information section and click on Diploma Name. Your name will be displayed the way it will appear on your Diploma. Follow the directions to make any changes. This link will be available through the 10th week of the term in which you have applied to graduate. This is not a graduation application. You must follow the deadlines and application process for HRS. Please note that this is NOT an official name change. The name entered will only be used for printing the diploma and the commencement program. Transcripts and enrollment verification will continue to use your primary name. 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 Buckeyelink. To access the form, visit the university [commencement website](#).
- Students can review and update their permanent address on the Buckeyelink 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.
- After applying to graduate, any changes to a graduating student’s planned course schedule must be submitted to the student’s HRS advisor or 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.

- 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 Ohio State GPA below 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.

GRADUATION REQUIREMENTS: -Certificate-only

Students must complete the following to be approved to graduate from their certificate program:

- a. Complete an [Application to Graduate](#) before enrollment in the last required course
- b. Complete the minimum semester credit hours for the certificate
- c. Present with a minimum cumulative Ohio State GPA of 2.0
- d. Fulfill their [certificate's curriculum](#) and minimum grade for each course
- e. If applicable, fifty percent of the certificate coursework must be distinct from current undergraduate degree coursework

Students who successfully complete the undergraduate certificate program are not eligible to participate in the HRS Honors Program, Research Distinction, Latin Honors designations, and University Commencement, except if they are also graduating from a degree-seeking program the same semester. Students will receive a mailed completion document in the form of a certificate after the semester of completion.

DISTINCTION/HONORS:-Degree-only

Latin Honors-At the end of the semester preceding a student's graduation semester, HRS Student Service will determine a student's eligibility to graduate with Latin Honors. Students must earn 60 graded credit 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 in 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 be notified by the HRS Office of Academic Affairs regarding honor cord pick up. However,



their name will not appear in the Commencement bulletin and the Latin Honor may not appear on the diploma they receive at Commencement. However, instructions for diploma reprinting to state the Latin Honor will be provided when notified of their eligibility. Finally, the designation will be noted on the final official Commencement bulletin.

The Latin Honors designation – 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 3.499999999 cumulative Ohio State GAP at the end of the semester, you are not eligible to graduate with Latin Honors.

Cum Laude: Each student who graduates with a GPA of 3.50 to 3.69 and completes a minimum of 60 graded credit hours of coursework 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 credit hours of coursework 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 credit 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 HRS 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. To ensure that the designation is posted to their academic records, students must indicate on the HRS graduate application that they intend to graduate with research distinction. 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 Honor 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. To ensure that the designation is posted to their academic records, students must indicate on the HRS graduate application that they intend to graduate with honors. 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 HRS Honors Director.

Students are eligible to wear honor cords if they have earned Latin Honors, are Graduating with Honors in HRS, and/or are Graduating with Research Distinction/Honors Research Distinction. Each student wears only one set of cords,



even if they have earned multiple honors. It is the student’s responsibility to bring their cords to the Commencement ceremony. Students not attending Commencement may still pick up their honor cords or they will be mailed to their permanent address listed on Buckeyelink.

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 two majors at Ohio State need to indicate this on their graduation application. They must also indicate the required information on the HRS graduation application. Students should work closely with their academic advisors in each college to make sure they are meeting degree requirements for each college.

GRADUATION TIMELINE:

Applying to graduate	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 the process the application.
4th week of graduating semester	Eligible HRS graduating students will receive an email confirming graduation eligibility status as well as graduation, commencement, and rehearsal information.
10th week of graduating semester	Eligible HRS graduating students will receive a reminder email regarding graduation, commencement, and rehearsal information including line assignment for Commencement.
10th week of graduating semester	All applications to graduate for the current semester are due by Friday of the 10 th week. Applications for the current semester will not be accepted after this deadline.



12th week of graduating semester	Eligible HRS graduating students will receive a reminder email regarding graduation, commencement, and rehearsal information including line assignment for Commencement.
14th week of graduating semester	The Commencement Ceremony Excuse Form must be submitted to HRSGradApp@osumc.edu by Friday for those students that do not wish to attend Commencement.
15th week of graduating semester	Eligible undergraduate graduating students will receive final confirmation of their line assignment at Commencement.
Commencement Rehearsal	Commencement rehearsal is either on the Friday before Commencement (spring) or the morning of Commencement (autumn & summer). Please visit the Commencement website for further information. Rehearsal is not required but is strongly recommended.
Saturday before Commencement (Spring only)	HRS Pre-Commencement-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 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 will receive an email with information regarding pick up or they will be mailed.

HELPFUL LINKS

<u>Commencement Services</u>
<u>Commencement Week Activities</u>
<u>OSU Alumni Association</u>
<u>HRS Alumni Association</u>
<u>Buckeye Career</u>
<u>Lifetime Email – to keep OSU email for life</u>
<u>Transcript Ordering</u>
<u>Commencement Excuse Form</u>