



DEADLINE: The School of Health and Rehabilitation Sciences (HRS) 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 the school's application to graduate to either the main desk in the HRS Student Services Office, 206 Atwell Hall or email it to HRSGradApp@osumc.edu by the posted deadline. **HRS students are not eligible to apply to graduate via Buckeyelink or online.

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 during week 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 for additional information. **The HRS Student Services Office is not responsible for undeliverable emails to students.

Students must complete a paper Commencement excuse form and return it to the HRS Student Services Office or the HRSGradApp email 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 <http://commencement.osu.edu/>.

REGALIA:

Any participating graduate must be in the appropriate cap and gown in order 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 are the official Honor Cords 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 have the right to ask students to remove any item 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 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 (HRS) from which they will receive their degree. The HRS 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 their application to graduate 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 form along with appropriate documentation verifying your name change to Buckeye Link located at 281 West Lane Avenue. To access the form, visit the commencement website.
3. Update your 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 your diploma to you for any reason, your permanent address will be used for the mailing.
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 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 HRS 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 GPA 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). 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 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 strongly 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 addition 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 HRS Student Service Office 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 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 HRS 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. 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 HRS 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 3.499999999 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. Directions for reprinting a diploma can be found on the commencement website.

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 HRS 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 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. 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: Students who plan to complete two baccalaureate degrees at Ohio State University need to notify the HRS Student Service Office prior to graduation. They must also indicate the required information on the HRS graduation application and schedule an appointment with the HRS Director of Student Services to confirm graduation requirements.

GRADUATION TIMELINE

Applying to graduate	Students intending to graduate must submit an application to graduate to the main desk in the HRS Student Services Office, 206 Atwell Hall or email it to HRSGradApp@osumc.edu by the posted deadline. The student's HRS advisor will approve eligibility and forward to administration for processing if information on the application meets degree requirements (per degree audit) during the proposed semester of graduation.
4th week of graduating semester	Eligible HRS graduating students, including Lima 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, including Lima students, will receive a reminder email regarding graduation, commencement and rehearsal information including line assignment for Commencement. Beware that line assignments may change by a few digits by the actual Commencement date.
10th week of graduating semester	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	The Commencement Ceremony Excuse Form must be submitted to the main desk in the HRS Student Services Office, 206 Atwell Hall or email it 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 strongly recommended.
Saturday before Commencement (Spring only)	HRS 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 or they will be mailed.

HELPFUL LINKS

Commencement Services	commencement.osu.edu
Commencement Week Activities	commencementweek.osu.edu
OSU Alumni Association	osu.edu/alumni
HRS Alumni Association	hrs.alumni.osu.edu
OSU Career Connections	ccss.osu.edu
Life Time Email-to keep OSU email for life	ocio.osu.edu
Transcript Ordering	https://registrar.osu.edu/alumni/index_transcript.asp
Absence From Commencement Form	commencement.osu.edu

Example:

Graduation Term			
Semester: <u>Spring</u>	Year: <u>2020</u>	HRS Program: <u>Rad. Sci & Therapy</u> <small>Example: Health Sciences</small>	Track: <u>Radiation Therapy</u> <small>Example: Online</small>
Taking courses outside of Ohio State during the semester of expected graduation? <small>If you checked "yes", include your approved residency petition with this application.</small>		Yes:	No: <input checked="" type="checkbox"/>
Student Information			
Full Name: <u>Buckeye</u> <u>Brutus</u> <u>Go Bucks</u> <u>123456789</u>	<small>Last First Full Middle Name Student ID</small>		
<small>Must agree with name shown on "Find People" and be your legal name</small>			
Address: <u>453 West 10th Ave</u> <u>Columbus</u>	<small>Mailing Street Address Hometown</small>		
<u>Columbus</u>	<u>Ohio</u>	<u>43210</u>	<small>To be printed in the University Commencement Program</small>
<small>City</small>	<small>State</small>	<small>ZIP Code</small>	
Phone: <u>614-292-1706</u>	OSU Email: <u>Buckeye.1@osu.edu</u>		
Select ONE of the following:			
<input checked="" type="checkbox"/> Bachelor of Science in Health and Rehabilitation Sciences		<input type="checkbox"/> Post Baccalaureate Certificate of Study	
<input type="checkbox"/> Bachelor of Science in Athletic Training			
Select ALL that apply:			
<input type="checkbox"/> HRS Honors Program <small>(not Latin honors)</small>		<input checked="" type="checkbox"/> Minor: <u>Business</u>	
<input type="checkbox"/> HRS Research Distinction		<input type="checkbox"/> Dual Degree Major: _____ College student will march with at Commencement: _____	
Post-Graduation Pathway			
<input checked="" type="checkbox"/> Employment/Job Offer	Employer Name: <u>The Ohio State Wexner Medical Center</u> Job Title: <u>Radiation Therapist</u>		
<input type="checkbox"/> Graduate/Professional School	School Name: _____ Program Name: _____		
<input type="checkbox"/> Other	_____		
<input type="checkbox"/> Unsure/Still Deciding			
Disclaimer and Signature			
I understand that I must successfully complete all degree requirements in order to graduate.			
Signature: <u>Brutus Buckeye</u>	Date: <u>10-1-19</u>		