

THINGS YOU NEED TO KNOW

DEADLINES

Application: Eighth week of the quarter 3 quarters before commencement. Our application deadlines are set early to give graduating students two quarters of priority scheduling preceding commencement to give you the best possible opportunity of getting into the classes needed to complete the requirements for degree. It also allows us to identify possible problems early so that you may resolve them in a timely manner that won't jeopardize your graduation.

Name Changes: Second Friday of the quarter of graduation. You should print your name EXACTLY how you wish it to be written on your diploma on the *Application to Graduate* using upper and lower case letters and any special punctuation or accent marks. All of your university records will be changed to match this spelling if it does not match already. No changes will be made after the second Friday unless it is our error.

PETITIONS

If you have transfer credit that is listed as special, general, or technical credit you need to submit a petition to have that credit count as an OSU course. If you took a GEC class that was not on the approved GEC list and you want it to count, you must file a petition requesting a substitution. If you did not fulfill a requirement for graduation and have department approval to graduate without it (i.e. Engineering 100) a petition must be submitted to have the requirement waived. **PLEASE NOTE:** filling a petition does NOT mean it will be approved. If there is any doubt you should file the petition *immediately* so that you have the time to make alternate arrangements *before* your quarter of graduation. All petitions must be submitted, approved, and posted by the seventh week of the quarter of graduation.

CONFIRMATION OF GRADUATION

You will receive notice that your application has been received and reviewed two quarters before graduation. A letter confirming the spelling of your name and your hometown will be mailed to the address on your application by the second week of the quarter of graduation. By the sixth week of the quarter of graduation a binder will be available at the front desk in room 122 Hitchcock Hall listing all the students on the current graduation list. Having your name appear on this list indicates you have APPLIED to graduate, it does not CONFIRM that you have fulfilled all requirements to graduation. Final confirmation will not be given until senior grades have been posted on the 10th Friday of the quarter of graduation. If, at any time, you want to verify your graduation status, you may call the graduation coordinator at 292-6492 or stop by room 122 Hitchcock Hall.

INSTRUCTIONS TO THE GRADUATING CLASS

Instructions regarding the commencement ceremony are usually mailed out the seventh week of the quarter. In general, the deadline to order cap and gown from the main bookstore is 4:30pm on the eighth Friday of the quarter. The tassel for engineering graduates is orange.