



Application Deadlines

<http://www.csuohio.edu/enrollmentservices/registrar/graduation.html>

<u>Graduation date</u>	<u>Application due</u>
Spring semester	September 9
Summer semester	February 1
Fall semester	April 14

GRADUATION APPLICATION PROCESS

For Degree Seeking CLASS Undergraduates

Congratulations on approaching the end of an important goal. To help you through the graduation process, the CLASS Advising Center has outlined the steps you will need to complete for applying for graduation.

1. Schedule an appointment with your CLASS academic advisor well in advance of the graduation application deadline. You can schedule an appointment by calling the CLASS scheduling line at 216-687-5040 OR access the scheduling system at <http://www.csuohio.edu/class/advising/>. **Prior to this advising meeting, it is HIGHLY recommended that you meet with your faculty advisor to discuss remaining requirements in your major field of study. Bring this information, a check sheet possibly, to your CLASS advising appointment to help facilitate the completion of the graduation application.**
2. During your meeting, you and your advisor will complete the four-part graduation application. The form will be provided to you by your advisor and it is titled *Application for Undergraduate Degree*. Please press hard when filling out the form so that the multiple carbonless copies will be clear.
3. DO NOT detach the student copy of the application. This copy will be mailed to you after all necessary offices have reviewed it.
4. Fill in the top portion of the application completely. Please note:
Your name and degree being received will appear on your diploma, on your official transcript and in the commencement program exactly as it is in the university's student database. PLEASE verify the accuracy of your name and degree on CampusNet. If changes need to be made, you can complete the *Change of Student Information* form available for download on the Registrar's website www.csuohio.edu/registrar/forms/changeInfo.pdf and submit the form to Campus 411, Main Classroom 116 or make the change using CampusNet via the Personal Data tab.
5. Your advisor will help you complete the left column of the form during your appointment. In the **College and Major Field Requirements** list the courses you have to complete to fulfill these requirements. At the bottom of this section, list the total number of elective hours (not listed elsewhere on the application) that you still have to complete. You do not have to list elective courses by title. In the **University Requirements** list all courses you have yet to take to fulfill University requirements. If you have already completed them, you do not have to complete this section. **Minor Requirements** can be completed with the remaining courses you need to take, if you are pursuing a minor. Your advisor will assist you in the completion process and then the advisor will sign the College Comments section. To prevent delays, please provide copies of any applicable petitions or waivers with your application.
6. You will take the Application for Undergraduate Degree to the Cashier's Office (MC115) to submit the \$25 graduation fee. **This fee does not include the cap and gown fee for Commencement.** Attach a copy of the receipt to the Graduation Application and submit it to Campus 411 (MC116) immediately. Applications submitted past the prescribed deadlines will be accepted; however this may result in a delay in posting your degree, the mailing of your diploma and your graduation date. At this point your application will be routed by Campus411 to Registrars, your major department, minor department (if applicable) and back to Registrar for approval for your major, minor and university requirements respectively.
7. **The Application for Undergraduate Degree (also referred to as the graduation application) is like a contract between you and the University. Should you change ANY information written on the form (i.e.: withdrew from a listed class, added a class not listed) or if your expected graduation date has changed, you MUST complete an Authorization to Substitute Courses Required for Graduation form.** Your CLASS advisor can help you with this process.

8. **Incompletes:** Notify the Office of the Registrar of any change of grade made to a standing Incomplete (I). If an "I" is received during your final semester, your date of graduation will be the end of the semester in which the instructor submits the grade change to the Office of the University Registrar. *****When applying for graduation, you should apply for the semester in which you will complete all your coursework.*****
9. **Processing time:** It takes approximately 8-10 weeks to complete processing of your graduation application.

You will receive a copy of the Application for Undergraduate Degree in the mail. It is IMPERATIVE that you review the right side column where departments have noted any exceptions and/or problems that you may need to address immediately. If you have questions about the comments, see your CLASS or faculty advisor. It is ultimately YOUR responsibility to make sure all requirements for your degree have been met.

10. **Diploma distribution:** Diplomas will be mailed within six weeks after the semester ends. Any outstanding financial obligations to Cleveland State University such as parking or library fines should be resolved with the Cashiers Office before a diploma or an official transcript of your academic record can be released. Student will be notified by mail at the end of the term regarding financial holds on their accounts.
11. **Commencement Ceremonies:** The Commencement ceremonies are held at the conclusion of the **Spring** and **Fall** semesters. Only those students who complete their degree requirements in the Spring Semester are eligible to participate in the Spring Commencement Ceremony. All students who are finishing their requirements in the Summer or Fall semester are only eligible to participate in the Fall commencement ceremony. Exceptions to this policy for CLASS students should be approved by the Assistant Director of Undergraduate Programs within that college. Commencement information is available online at www.csuohio.edu/commencement.
12. **Eligibility to graduate with honors:** If you will graduate with a cumulative grade point average of 3.30 or higher, having earned a minimum of 30 semester credits in residence at Cleveland State University, you are eligible to graduate with honors and will be awarded an honors medallion that can be worn at commencement. The Office of the University Registrar will notify you by mail if you are eligible to graduate with honors and will provide instructions for obtaining your honors medallion. Please note that grades associated with transfer and transient credits are not included in honors calculation.
13. **Financial Aid:** Students who are receiving financial aid assistance should consult with the Financial Aid Office about their eligibility for financial assistance beyond the term in which the degree was earned.

****IMPORTANT****

Continuing Your Studies at Cleveland State University

If you wish to take additional courses at Cleveland State University after you have earned a degree, you must seek admission to a new program at the University as either degree seeking or a non-degree student. The Admissions Office is located in Euclid Commons, room 101. The Admissions Office welcomes the opportunity to discuss the possibility of further study at Cleveland State University. For information, please call 216-687-5411. Links to the Graduate and Undergraduate Bulletins, which include program information, admission requirements, course descriptions, and downloadable application forms are available online at <http://www.csuohio.edu/academic/>.