The College of Engineering
GRADUATION TO-DO CHECKLIST

☐ Graduation applications must be submitted two semesters prior to your anticipated graduation date. After submitting your application, notify your College of Engineering departmental advisor regarding any changes to your projected schedule of classes and/or your anticipated semester of graduation. Please note that a change in your graduating semester requires completion of a new application.

☐ Make sure you have an active OSU email account. The College of Engineering will send important information directly to your OSU e-mail account the semester you plan to graduate. Be sure your account is not full and is accepting incoming e-mails. If you currently forward your OSU e-mail to a private account, you may not receive important e-mails regarding your graduation. To reverse the forward, go to https://my.osu.edu/public/IdentityManagement/ and follow the instructions.

☐ After you have scheduled your final classes for your graduation semester, run a Degree Audit Report from the “Grades and Advising” tab on Buckeye Link. During your semester of graduation, all sections of the Degree Audit Report should be highlighted in green, showing “completed” and “in progress” coursework. Any sections highlighted in red should be brought to your departmental advisor’s attention immediately.

☐ Read the “Important Graduation Information” e-mail sent during your graduating semester. The e-mail will contain important information and instructions regarding your commencement. Engineering students do not receive a hardcopy graduation booklet, only the informational e-mail from the College. You will be sent information which you will need to verify for accuracy.

☐ If you are not attending the commencement ceremony, you must complete a Commencement Ceremony Excused Form no later than two weeks prior to Commencement and submit it to 122 Hitchcock Hall. Commencement Excuse Forms can be found at this site: http://engineering.osu.edu/graduation/absence

☐ By the 10th Friday of your graduation semester read the information on the OSU Commencement Website at http://commencement.osu.edu for detailed instructions pertaining to rehearsal and commencement. In particular, review the “Before Commencement” link and complete all instructions for the Graduating Class.

☐ Notify each instructor that you are a graduating senior and check your OSU e-mail account often during the final exams week. There may be important information sent to you regarding your graduation status.

☐ Looking for a job? ECS can help. Contact Engineering Career Services (ECS) for individual coaching on your resume and interview skills. Other services include on-campus interviews, resume referrals, and job postings. Call 292-6651, email ecs@osu.edu, or stop by 199 Hitchcock Hall for more information. Check out the ECS web site, too, at http://career.eng.ohio-state.edu. Already employed or have other plans? Please report this information at http://career.eng.ohio-state.edu/student/offers-hires-plans-pgrad.php.
College Office Graduation Form

Full Name:  

OSU Email:  @osu.edu  

Major(s):  Graduation Term:  

Additional Graduation Items (check all that apply)

☐ Minor(s):  

☐ Graduation with Distinction:  (list whether “with research” or “with honors research”)  

☐ Graduation with Honors in Engineering

Transfer Credit: If you are taking coursework at another institution your last semester which is required for your degree, list the institution and the OSU equivalent course(s):

<table>
<thead>
<tr>
<th>Institution</th>
<th>OSU Course Equivalent(s)</th>
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Commencement Information

Hometown:  

Dual Degrees: If you are receiving multiple degrees this semester and will attend Commencement, indicate the college with which you intend to march:

Marching COLLEGE

Student Signature:  

Office Use Only – Departmental Advisor, check all that apply

☐ Candidate listed as “Applied” on Student Degrees page.  
☐ Minor Forms Attached (if applicable)  
☐ College Office General Petitions Attached (if applicable)  

Advisor Signature:  Date:  

Departmental Notes for College Office: