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.
PLEASE PRINT

*(Your name must match what is on record at Ohio State)*

To check your current name on OSU’s records go to: http://www.reg.ohio-state.edu/Indexes/current.html and check your Advising Report. If this is NOT how you want your name to appear on your diploma, you must go to 320 Lincoln Tower right away to complete a change-of-name form.

Full Legal Name:

First  Middle  Last  Suffix

OSU Email Address: __________________________@osu.edu  (Graduation information will be emailed to this account)

Hometown (will appear in Commencement Program): ________________________________________________________________

I hereby apply to the College of Engineering for admission as a candidate for the following degree:

Bachelor of Science in ____________________________________________________________

Additional Major(s): ___________________________  Minor(s): ___________________________

*(minor form must be attached)*

I expect to complete work for this degree by the end of ___________________________

Semester  Year

I am updating my previous application from ___________________________  To ___________________________

Semester  Year  Semester  Year

I plan to complete a “Graduation with Distinction” Project

I plan to complete a “Graduation with Honors” Project

Certification of Technical Electives (List ALL technical electives applicable to your degree, regardless of when they were (or will be) taken. Questions about Technical Elective courses should be directed to your advisor.)

<table>
<thead>
<tr>
<th>Course Department and Number</th>
<th>Credit Hours</th>
<th>Final Grade (Office Use Only)</th>
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<td>Total Hours:</td>
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Signature of Dept Chair/Advisor: ___________________________  DATE ______________

Signature of Student: ___________________________  DATE ______________

CONTINUE TO NEXT PAGE
Complete a proposed schedule for the final two semesters before graduation, include ALL courses necessary to complete your graduation requirements (omit any non-required courses like physical education classes, etc. that will not affect your graduation status).

**PROPOSED SCHEDULE**

<table>
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<tr>
<th>Two semesters before graduation</th>
<th>Course Name and Number</th>
<th>Requirement Fulfilled (Core, Tech Elec or GEC)</th>
<th>Credit Hours</th>
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<th>Final semester</th>
<th>Course Name and Number</th>
<th>Requirement Fulfilled (Core, Tech Elec or GEC)</th>
<th>Credit Hours</th>
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<td>FABE 4170</td>
<td>Core</td>
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</table>

Total Remaining Courses ____________
Total Remaining Credit Hours ____________

Signature of Dept Chair/Advisor: ______________________________________ DATE ____________

Signature of Student: __________________________________________ DATE ____________

CONTINUE TO NEXT PAGE
College Office Graduation Form

Full Name: | | | | | SECTOR | MIDDLE | LAST | Suffix

OSU Email: @osu.edu

Major(s): | Graduation Term: | SEMESTER | YEAR

Additional Graduation Items (check all that apply)

- [ ] Minor(s):
  List Minor(s)

- [ ] Graduation with Distinction:
  Include area of Distinction (i.e. “With Research or Honors Research Distinction In Welding Engineering”)

- [ ] 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):

| Institution: | OSU Course Equivalent(s): |

Commencement Information

Hometown: | | | |
CITY | STATE | COUNTRY

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: | Date

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: