

## Graduate Student Graduation Checklist

**Confirm Degree Requirements**

Check your OSU Advising Report through your Student Center ([buckeyelink.osu.edu](http://buckeyelink.osu.edu)) and/or meet with an advisor in the Student Affairs office to determine if all degree requirements will be met for graduation. Dual degree students are encouraged to review the combined/dual degree programs plan that were submitted to the Graduate School before they plan to graduate. Dual degree plans must accurately reflect the courses that you completed in order to graduate.

**Check Your Ohio State E-mail Account**

Correspondence from the University regarding commencement and important graduation information will be sent to your OSU e-mail account.

**Submit an ‘Application to Graduate’**

Submit an ‘Application to Graduate’ to the 110 Desk (Student Affairs office) at the beginning of the term that you plan to graduate. Dual degree students are required to submit a separate ‘Application to Graduate’ to each department/program. A link to the ‘Application to Graduate’ form and deadline dates can be found on the John Glenn School’s ‘Current Student’ webpage or on the Graduate School’s website.

**Comprehensive Exam (\*Only for students required to take the exam.)**

Information regarding the comprehensive exam is posted on the John Glenn School website. Additional information will be sent out to students taking the exam at the beginning of the term that you plan to graduate (After your ‘Application to Graduate’ has been submitted to the 110 Office). More information is available at [http://glenn.osu.edu/current/comprehensive\\_exam.html](http://glenn.osu.edu/current/comprehensive_exam.html).

**University Commencement Information**

General instructions for commencement will be available on the university commencement website at <http://commencement.osu.edu>.

**University Commencement Regalia and Announcements**

Information regarding commencement regalia and announcements is available through the University Bookstore. You can reach the OSU Bookstore at 614-247-2000 (press #6 for graduation information) or visit their website at: <http://ohiostate.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=33552&catalogId=10001>

**MPA Regalia:** MPA students should get a peacock blue hood, black tassel, and a Master’s gown. The OSU bookstore sells the cap, gown, and tassel as a set. Hoods may be purchased separately.

**MA Regalia** (In-Career MA and Dual Degree students completing the MA): Caps and gowns may be purchased from the OSU Bookstore. Master’s students should get a white hood, black tassel, and a Master’s gown. The OSU bookstore sells the cap, gown, and tassel as a set. Hoods may be purchased separately.

**PhD Regalia:** The OSU bookstore rents/sells scarlet and gray gowns and tams for OSU PhD graduates.

□ **Submit a Form if You Are Not Planning to Attend Commencement**

If you are not attending the University commencement ceremony, you need to submit a commencement absence form to indicate how you would like to receive your diploma. More information is found at <http://commencement.osu.edu>.

□ **John Glenn School Pre-Commencement Ceremony**

The John Glenn School holds a pre-commencement ceremony every spring. The pre-commencement ceremony is typically held the day before the spring University Commencement. Family members and friends of students graduating in spring or during the previous terms are invited to attend. Invitations and more information will be sent to graduates during spring term.

□ **Update your Contact Information with the John Glenn School and the University**

You can update your address with the University through your Student Center (buckeyelink).

□ **Stay Connected to the Glenn School!**

Even after graduation we hope that you will continue to be involved with the Glenn School as one of our many active alumni/ae! Alumni/ae serve as mentors to our current students, receive invitations to special events, assist with student recruitment, and serve as committee members for the Glenn School Alumni/ae Society. For student recruitment opportunities please feel free to contact the Student Affairs office or e-mail [GlennRecruit@osu.edu](mailto:GlennRecruit@osu.edu).

**Remember...**

- 1) Submit your 'Application to Graduate' at the beginning of the term that you intend to graduate
- 2) You must be enrolled for at least 3 graduate credit hours the term you apply to graduate
- 3) Your cumulative graduate GPA must be a 3.0 or higher to graduate
- 4) If you are required to take the comprehensive exam you must take the exam in the term you plan to graduate
- 5) Refer to Section VI of the *Graduate School Handbook* for graduation requirements and information
- 6) Graduate students are responsible for being aware of all current rules and policies