



GRADUATE GRADUATION APPLICATION & INFORMATION

The attached form is your formal application for graduation. It provides information for the commencement program and ordering caps, gowns, diplomas and parental and honorary alumni certificates. **You must complete and submit the application to be considered for graduation.**

If you will complete your degree requirements in December 2016, you need to complete an application for graduation and turn it in to the Registrar's Office by May 2, 2016. It is important that we have your application prior to the fall 2016 semester so your name can be presented to the Board of Trustees and faculty in early fall. We can then release a diploma to you shortly after grades are reported for the fall semester if all coursework is completed successfully. If you fail to apply for graduation by the deadline and thus are not approved by the faculty and Board of Trustees in the fall, your diploma will be awarded at the May 2017 commencement ceremony.

If you complete the attached application and qualify for graduation, you will be placed on the graduation list and receive a letter in March from the Academic Dean's Office that will outline details about the graduation ceremony and events of that day. Only those students with an approved plan of study to finish their program by August 30th may be approved for summer graduation. The plan of study must be approved by the graduate studies coordinator.

The 2017 graduation ceremonies are scheduled for Saturday, May 6. The time and location will be determined in January 2017. For planning purposes you should know that we usually hold a baccalaureate service in the morning at 10:30 am and commencement at 12:00 noon. Contact Assistant Registrar, Abby Vetter, at 419-783-2375 or avetter@defiance.edu if you have questions regarding the graduation date.

Parental Alumni and Honorary Certificates

The parental alumni and honorary alumni certificates are documents signed by the Chairman of the Board of Trustees and the President of the College. They are presented to parents, spouse, guardians, or friends "...whose encouragement, devotion, and sacrifice have made possible the completion of all requirements set forth by the college for a degree which is awarded this day to (your name)..." The certificate is a thank you to someone who has helped you. There is no charge for these certificates. If you request one (or more), it will be enclosed with your diploma.

Graduation Announcement, Caps and Gowns

To order a cap and gown, please complete Part IX on the application. If you've already ordered or have a graduate cap and gown, please check the "already have/borrowing" box or the "already ordered" box. Please note that the graduate gown is different from the undergraduate gown, and all gowns not ordered from the college bookstore will need to be approved by the Academic Dean. There will be a fee for the cap and gown and they will be yours to keep after the ceremony. Graduation announcements can be ordered from Herff Jones at www.herffjones.com.

GRADUATION INFORMATION AND APPLICATION

GRADUATE

To be awarded a degree or be recognized as a graduate at Defiance College 2017 Annual Commencement, this application must be filed in the Registrar's Office, Serrick Campus Center, Room 204, by **May 2, 2016 for December graduates and by December 1, 2016, for May/Summer graduates.**

I. I am a candidate for a graduate degree (check one):

- Master of Business Administration
 Master of Arts in Education

II. Course work for degree will be completed in (check one):

- December 2016 May 2017 Summer 2017

To be approved as a summer graduate one must have an approved plan of study to finish by August 30th. Please list courses needed or desired in summer:

III. Print your name the way you wish it to appear on your diploma and the commencement program.

Student ID # _____ Today's Date _____

Name _____

Home Street Address _____

City, State, Zip _____

IV. If you think we may have difficulty pronouncing your name correctly, please write it phonetically or notify the Registrar's Office of the pronunciation.

V. Name of your hometown to be printed on the commencement program:

(City or Town) _____ (State) _____

Hometown newspaper _____ City _____ State _____

Notification of your graduation will be placed in the newspaper unless you check here ____.

VI. If you wish to order a Parental Certificate of Appreciation, write the name of the parent beside the appropriate certificate: There is no charge for certificates.

Parental Alumni Certificate (both parents name on **same** certificate):

Parental Alumnus Certificate (Father only): _____

Parental Alumna Certificate (Mother only): _____

VII. If you wish to order an Honorary Certificate of Appreciation for your spouse, children, in-laws, grandparents, friend, etc. write the name(s) beside the appropriate certificate. There is no charge.

Honorary Alumni Certificate (multiple names on **one** certificate):

Honorary Alumnus Certificate (male only): _____

Honorary Alumna Certificate (female only): _____

VIII. _____ I do not wish to order any certificates.

IX. Please complete the following so we can order a graduate cap and gown for you for the graduation ceremonies (graduate gowns look different than undergraduate gowns).

- Already have/borrowing Already ordered Height _____ Weight _____

All graduate gowns not ordered through the college bookstore will need to be approved by the Academic Dean.

X. To graduate in Absentia:

All graduates are required to attend Commencement. However, if you absolutely cannot attend, you may request permission to graduate in absentia. Please state your reason for this request:

The Academic Dean will notify you if your request is denied.