



UNDERGRADUATE AND GRADUATE STUDENTS 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 2017, you need to complete an application for graduation and turn it in to the Registrar's Office by May 1, 2017. It is important that we have your application prior to the fall 2017 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 2018 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 nine hours or less remaining to be taken in summer may be approved for summer graduation. Summer graduates must schedule remaining coursework needed in the subsequent summer session at Defiance College by February 1st or the student may be dropped from the graduation list.

The 2018 graduation ceremonies are scheduled for Saturday, May 5. The time and location will be determined in January 2018. 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 email at 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. These will be enclosed with your case and diploma. There is no charge for these certificates, limit of two per student.

Graduation Announcement, Caps and Gowns

The Registrar's office will order caps and gowns for all graduates. Undergraduate gowns are standard, and master's gowns include the longer sleeve and a hood. Students are expected to pay and pick-up their own regalia for commencement. There is 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 APPLICATION AND INFORMATION

2017-2018

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 1, 2017, for December graduates and by December 1, 2017 for May/Summer graduates.**

1. **I am a candidate for the following degree program (check one)** **Today's Date** _____

- Bachelor of Arts Bachelor of Science Bachelor of Science in Nursing Associate of Arts
- Master of Arts in Education Master of Business Administration

Major(s) UG ONLY: _____
Minor(s) - if applicable: _____

2. **Course work for degree will be completed in (check one):**
 December 2017 May 2018 Summer 2018

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

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

Student ID # _____

Name to Print ON DIPLOMA _____

Home Street Address _____

City, State, Zip _____

4. **Please write name phonetically for reading at commencement.** _____

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

Hometown: to list in program _____ City _____ State _____

Hometown newspaper _____

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

6. **Optional: Honorary Certificates (provided to you to then gift to those you wish to thank). LIMIT OF TWO**

Honorary Alumni Certificate #1: _____

Honorary Alumni Certificate #2: _____

7. **Please complete the following and we will order a cap, gown and tassel for you for the graduation ceremonies.**

Height _____ Weight _____

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

8. **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.