



UNDERGRADUATE GRADUATION APPLICATION & INFORMATION

The attached form is your formal application for graduation and 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 2014, you need to complete an application for graduation and turn it in to the Registrar's Office by May 1, 2014. It is important that we have your application prior to the fall 2014 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. 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 2015 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 Provost'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 2nd or the student may be dropped from the graduation list.

The 2015 graduation ceremonies are scheduled for Sunday, May 3. The time and location will be determined in January 2015. 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, Alyce Caulder at 419-783-2375 or email at acaulder@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, and 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 cap and gown, please check the "already have/borrowed" box or the "already ordered" box. All gowns not ordered through the college bookstore will need to be approved for use by the Provost prior to commencement. 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

UNDERGRADUATE

To be awarded a degree or be recognized as a graduate at Defiance College 2015 Annual Commencement, this application must be filed in the Registrar's Office, Serrick Campus Center, Room 204, **by May 1, 2014 for December graduates and by December 1, 2014 for May/Summer graduates.**

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

Bachelor of Arts Bachelor of Science Bachelor of Science in Nursing Associate of Arts
Major(s): _____
Minor(s) - if applicable: _____

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

December 2014 - all course work completed by the end of the fall semester
 May 2015 - all testing and proficiencies must be completed by January 1 to be considered for May/Summer
 Summer 2015 - all course work completed by end of summer sessions. Summer graduates must have nine or fewer hours to complete and be scheduled for these classes by Feb 1 or be dropped from the graduation list. Please list courses needed 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 and we will order a cap, gown and tassel for you for the graduation ceremonies.

Already have/borrowing Already ordered Height _____ Weight _____

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

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 Provost will notify you if your request is denied.