

DEFIANCE COLLEGE UNDERGRADUATE AND GRADUATE STUDENTS GRADUATION APPLICATION & INFORMATION



All students must complete and submit an application for graduation to participate in Commencement and have a degree conferred.

Graduation Application Deadlines:

December 2019 graduates: August 15, 2019
May 2020 graduates: December 1, 2019
August 2020 graduates: February 1, 2020

Commencement is scheduled for Saturday, May 9, 2020. Defiance College usually holds a baccalaureate service and Commencement in one combined program, which starts at 11:00 a.m. and ends around 1:00 p.m.

It is important that students apply for graduation by the deadlines above. Applying by the stated deadlines are necessary for your name to be presented to the faculty and then the Board of Trustees for approval. Also, students that apply by the deadlines above will have the benefit of having the Registrar's Office complete a thorough review of their degree audit, and we will inform the student of any issues with their application before your last semester begins. Students that miss these deadlines run the risk of missing out on a final audit that will help them potentially fix any remaining issues before their last semester begins.

Students who graduated in December and those who have applied to graduate in May and August will receive a letter around mid- to late-March from the Office of Academic Affairs that will outline details about the Commencement ceremony and events of that day. Students who graduated in December and those who have applied to graduate in May and August will be invited to participate in Commencement. Only 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 1 or the student may be dropped from the graduation list.

Students who apply to graduate in December and August will receive their diploma upon verification of completion of degree requirements and other financial obligations to the College. May graduates will receive their diplomas at Commencement. Students must have completed 60 hours in residence at Defiance College to qualify for graduation honors (e.g. *summa cum laude*). Initial determination of graduation honors will be made at the conclusion of the fall semester. This information will be used for the Commencement program and for diploma printing purposes. If a student qualifies for honors after the completion of the spring semester, a diploma will be re-printed for the student at no cost. Both the revised diploma and the transcript will note the graduation honors.

The Registrar's Office will order caps and gowns for all graduates using the height and weight information you provide on Page 2. Undergraduate gowns are standard, and master's gowns include a longer sleeve and a hood. This is referred to as graduation regalia. All students are charged a graduation application fee (\$40 for undergraduates and \$75 for graduate students). This fee covers the regalia and diploma case. Students will be notified in April when regalia is available for pickup in the Registrar's Office. It is yours to keep after Commencement. The graduation application fee is non-refundable and is assessed to all students who apply to graduate regardless of their intent to participate in Commencement. All tuition and fees, including the graduation application fee, must be paid in order for a student to receive their diploma.

Students who wish to use regalia for Commencement not ordered through the Registrar's Office will need to be approved by the Vice President for Academic Affairs. Students requesting to be exempted from participating in Commencement (graduate *in absentia*) must also have their request approved.

2019-2020 GRADUATION APPLICATION AND INFORMATION

Student Name: _____

Student ID: _____

Associate of Arts Bachelor of Arts Bachelor of Science Bachelor of Science in Nursing

Master of Arts in Education Master of Business Administration

Major(s) (Undergraduates only): _____

Minor(s) (if applicable): _____

I am applying to graduate in: December 2019 May 2020 August 2020

To be approved as a summer graduate one must have an approved plan of study to finish by August 30. Please list courses needed in summer 2020: _____

Type your name as you want it to appear on your diploma and in the Commencement program. Regarding middle name, it is the student's choice whether you wish your middle name or initial to appear on the diploma and program or not.

Name to print on diploma: _____

Home Street Address: _____

City, State, Zip: _____

Personal email: _____

Hometown (city and state): _____

Hometown newspaper: _____

Height (feet and inches): _____ Weight: _____

Please write name phonetically
for reading at Commencement: _____

Have you served in the U.S. Armed Forces, including the National Guard? Yes No

This information is requested to recognize at Commencement and Honors Convocation those who have served.

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:

By signing my name and submitting this form, I understand that my diploma will not be released until I have completed all academic requirements and have met all financial obligations to the University. I understand the graduation fee of \$40 or \$75 is required regardless of participation in the Commencement ceremony, and I will make the payment to the Business Office.

Signature: _____

Date: _____