

# Graduation

## Your Questions, Answered

### 2012-2013

# 1. Apply for Graduation

<http://www.utoledo.edu/offices/registrar/pdfs/GraduationApplication.pdf>

# 2. Know the deadlines for the semester

# 3. Check your Rockets Email!

**APPLICATION FOR GRADUATION** Print Form

RD-00 Rev 2012Mar20  
GraduateApplication

**This application is valid for one term only.** See instructions on the reverse side of this form.  
**NOTE:** Address and personal email address you provide will be used to update our records.

**PLEASE PRINT**

**Name:** \_\_\_\_\_ **Rocket Number:** \_\_\_\_\_  
LAST, FIRST, MI

**Local Address:** \_\_\_\_\_ **Former Name(s):** \_\_\_\_\_  
Street Address (if separate)

**City/State/Zip:** \_\_\_\_\_ **Has it been more than 6 years since you attended UT?**  Yes  No

**Daytime Phone Number:** \_\_\_\_\_ **Diploma Name:** \_\_\_\_\_  
(Print your name as you want it to appear on your diploma using your legal last name.)

**Personal Email Address:** \_\_\_\_\_ **If you do not want your name published in the commencement program, please check this box:**  **DO NOT PUBLISH**

**Diploma Mailing Address:**  Check here if same as local

**Undergraduate Candidates: What is MOST LIKELY to be your PRINCIPAL activity upon graduation?**

<input type="checkbox"/> Employment, full-time paid	<input type="checkbox"/> Military service
<input type="checkbox"/> Employment, part-time paid	<input type="checkbox"/> Volunteer activity (e.g., Peace Corps)
<input type="checkbox"/> Graduate or professional school, full-time	<input type="checkbox"/> Starting or raising a family
<input type="checkbox"/> Graduate or professional school, part-time	<input type="checkbox"/> Other, please specify: _____
<input type="checkbox"/> Additional undergraduate coursework	

**CHECK THE APPROPRIATE BOXES THAT APPLY TO YOUR DEGREE.**

**Term:** Apply for the term in which you will complete your degree requirements. You should not apply to graduate based on the ceremony you plan to attend.  Fall  Spring  Summer  
Year: \_\_\_\_\_

**College:**

<input type="checkbox"/> Adult & Lifelong Learning	<input type="checkbox"/> Natural Sciences & Mathematics
<input type="checkbox"/> Business & Innovation	<input type="checkbox"/> Nursing
<input type="checkbox"/> Education, Health Science & Human Service	<input type="checkbox"/> Pharmacy & Pharmaceutical Sciences
<input type="checkbox"/> Engineering	<input type="checkbox"/> Visual & Performing Arts
<input type="checkbox"/> Languages, Literature & Social Sciences	<input type="checkbox"/> Medicine & Life Sciences (Non-MD degree)
<input type="checkbox"/> Law	<input type="checkbox"/> Main Campus December ceremony (Non-MD degree)
	<input type="checkbox"/> Health Science Campus June ceremony

**Degree:**  Undergraduate **Degree or Certificate:** \_\_\_\_\_  
 Graduate **Major(s):** \_\_\_\_\_  
 Law **Minor(s):** \_\_\_\_\_

**Certificate:**  Undergraduate **Concentration:** \_\_\_\_\_  
 Graduate

**Dissertation/Thesis:**

Dissertation Advisor: \_\_\_\_\_  
Dissertation Title: \_\_\_\_\_

I understand that this application is valid for one term only and that I must reapply for graduation if I am deferred from graduating for any reason.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

- Degree audits sent to students after the application deadline
- Sent only to Rockets email
- Will note any degree requirements that must be completed.

\*SAMPLE DEGREE AUDIT\*

**Dear Student,**

As a final step in the graduation process, the College of Graduate Studies reviews your academic records. In doing so we have found that the following items listed below need to be submitted to the College of Graduate Studies. Failure to resolve any of the issues listed below may cause your graduation to be postponed or prevented.

- Submit a [Graduation Application](#)
- Submit [Graduate Research Advisory](#) form.
- Complete the [Application for Candidacy](#) form.
- Electronic submission of dissertation for format review, with ETD format [Review Request](#) form attached, to [etdmc@utoledo.edu](mailto:etdmc@utoledo.edu) (strongly encouraged but not required).
- [Upload your approved dissertation to OhioLINK](#)
- [Complete the ProQuest UMI Dissertation Publishing Agreement on-line](#)
- Submit the [Approval of Dissertation](#) form.
- Submit the [Intellectual Protection and Patent sign off](#) form.
- Complete the [Survey of Earned Doctorates](#) on line and submit the Certificate of Completion to the College of Graduate Studies or place ([GCAcademicSVCS@utoledo.edu](mailto:GCAcademicSVCS@utoledo.edu)) in the confirmation email area when completing your registration.
- Your transcript shows grades of PR (in Progress). Please contact your advisor or instructor of record to get these grades posted. Failure to have all grades posted will prevent us from posting your degree.
- Successfully complete all currently enrolled coursework with a grade of "C" or better no later than the last day of the term.
- Completion of Graduate Student exit survey  
[http://www.enrollmentservices.utoledo.edu/events/register.asp?event\\_id=2745](http://www.enrollmentservices.utoledo.edu/events/register.asp?event_id=2745)
  - Please note: this is separate from any other survey requested by financial aid or your respective college and will only take a moment of your time.

Most often, consultation with your advisor or department may be necessary to resolve the indicated problems. Should you have any additional questions, please feel free to respond to this email and I will be happy to assist you.

Sincerely,

Elissa Falcone  
Graduation Services Specialist  
The College of Graduate Studies  
419.530.4269

Required information can be found on the  
College of Graduate Studies Website;

<http://www.utoledo.edu/graduate/currentstudents/index.html>

# Commencement

<http://www.utoledo.edu/commencement/>



# Graduation Clearance

- Begins after final grades are due.
- Continues for 30 days
- Diplomas are ready within 2 weeks

# Questions?

Elissa Falcone

Graduation Services Specialist

The College of Graduate Studies

Phone: 419.530.4269

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