Graduation Your Questions, Answered

2012-2013



1. Apply for Graduation

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

- 2. Know the <u>deadlines</u> for the semester
- 3. Check your Rockets Email!

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- <u>Degree audits</u> 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 <u>Application for Candidacy</u> form.
- Electronic submission of dissertation for format review, with ETD format <u>Review Request</u> form attached, to <u>etdmc@utoledo.edu</u> (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 <u>Survey of Earned Doctorates</u> on line and submit the Certificate of Completion to
 the College of Graduate Studies or place (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 <u>all</u> 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
 - 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

Elissa.Falcone@utoledo.edu or,

GCAcademicSVCS@utoledo.edu

