

# PLANNING AND APPLYING FOR GRADUATION BIOMEDICAL ENGINEERING

## Planning & Graduation Application Deadlines

You should start planning for graduation three quarters prior to your planned graduation date. You must meet with your academic advisor to fill out the appropriate forms and have them signed by your departmental designees. You must complete the Graduation Application plan and then turn the worksheet in to Cory Matyas for a final audit. You should do this at least three quarters prior to graduation to catch any mistakes. You must print a Degree Audit from Buckeyelink and attach it, along with any minor or honors contract forms, to the application.

## Petitions

General exceptions/petitions must be filled out prior to graduation. Any transfer credit needs to be evaluated and then a petition must be submitted to the college office so the committee can make a decision.

*Please note: filing a petition does not mean that it will be approved. You need to fill it out in a timely manner so that if it is not approved you have plenty of time to take any additional classes that you may need to fulfill requirements.*

## Name Changes

Diplomas will be printed using the form of your name that appears on the university system. You should check your name starting the 2<sup>nd</sup> week of the quarter in which you plan to graduate to see if there are mistakes. If there are mistakes, all changes to your name must be taken care of through the University Registrar. They can be reached any of the following ways:

- By going to room 320 in Lincoln Tower; ask to fill out a name change form
- By calling (614) 292-8500
- By e-mailing registrar@osu.edu

Some name changes will require that you provide identification (ex. birth certificate) so you may want to call in advance to see if you need to supply that information.

## Confirmation of Graduation Status

Between the 1<sup>st</sup> and the 4<sup>th</sup> weeks of your final quarter, you should be notified (by e-mail) if you have any deficiencies or problems with your courses and final quarters at OSU.

- By the 2<sup>nd</sup> week of the quarter, the name book will be at the front desk of 122 Hitchcock Hall.
- By the 5<sup>th</sup> week, a new name book, which will include your full name, any honors and your hometown, will be placed at the front desk of 122 Hitchcock Hall.
- By the 8<sup>th</sup> week of the quarter, you should receive an e mail with graduation instructions.

- By Friday of finals week, all your grades should be turned in by noon. Any transfer credit or transcripts from other institutions must be turned in to the university registrar by noon; if these grades are not in, your diploma will be pulled. If any problems occur you will be notified by e-mail or phone.

### Honors

There are three different types of honors you can attain. See <http://www.eng.ohiostate.edu/currentstudents/honorsstudents.php> to view contracts and requirements for all honors programs.

### *Latin honors*

This is based on your final cumulative GPA at the university. You must also have 90 credit hours at Ohio State in order to be eligible for these honors. At the end of the quarter preceding graduation we will review the GPA's of all graduating seniors. Students must have at least 90 hours at OSU to be eligible, and those who used the University's "Fresh Start" rule will have their GPA calculated as though they never used the rule.

Those with 3.50 – 3.69 will graduate cum laude; those with 3.70 – 3.89 will graduate magna cum laude; those with 3.90 and above will graduate summa cum laude. These honors will be noted on the diploma and in the Commencement program. Anyone who falls slightly below the cutoff GPA at the end of the quarter will keep the honors designation. Anyone who qualifies for a higher honors designation based on final quarter grades will have his/her honors status adjusted accordingly.

There are no exceptions made to the above requirements; these are based on university rules.

### *With distinction in Biomedical Engineering*

Those doing approved Honors Research projects will have the designation "Graduating with Distinction in...[their major]" added to their diplomas and printed in the Commencement program. This is awarded in addition to any Latin Honors earned based on GPA as described above.

### *With Honors in Engineering*

Students who have fulfilled approved Honors Contracts and completed a minimum of 80 points earned through involvement in service organizations, by taking Honors-level or Graduate-level courses, and by completing investigational studies will graduate "With Honors in Engineering." Check the COE website <http://www.eng.ohio-state.edu/currentstudents/honors.php> for details.

**Holds**

You will not receive your diploma if you have any financial obligations left to the university. These can include, but are not limited to, tuition payments, exit interviews, library fines, parking tickets, etc. If these are not taken care of, the university will not release your diploma or your transcripts to you or future employers. It is important to take care of any money you may owe to the university.

**Important Links**

For more information regarding "with Honors in Engineering" contact Judith McDonald at [mcdonald.6@osu.edu](mailto:mcdonald.6@osu.edu)

For more information regarding "with Distinction" please contact Dave Donley at [donley.6@osu.edu](mailto:donley.6@osu.edu)

For more information regarding Commencement, speaker information or where the current quarter's graduation ceremony will be held, visit: <http://commencement.osu.edu>

To change your address, go to: <http://buckeyelink.osu.edu/> and follow the appropriate links.

To see your name as listed on university records, go to [http://buckeyelink.osu.edu/advising\\_degree.html](http://buckeyelink.osu.edu/advising_degree.html) and click on advising report. When your advising report appears, your name should be listed at the top.

Keep the Department informed of your post-graduation status. Please report your career employment, further education, or other post-graduate plans at <http://career.eng.ohiostate.edu/student/offers-hires-plans-pgrad.php>.



College of Engineering

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FAX 614-292-9379  
E-mail engosu@osu.edu

# Graduation Form

PRINT LEGIBLY

Name: \_\_\_\_\_  
Last First Middle

OSU Email: \_\_\_\_\_@osu.edu

Graduation Date: \_\_\_\_\_  
Quarter Year

Major: \_\_\_\_\_

Minor(s): \_\_\_\_\_

Graduation with Honors in Engineering  YES  NO  
Graduation with Distinction  YES  NO

Hometown: \_\_\_\_\_  
(will be used in Commencement Program)

Student Signature: \_\_\_\_\_

### Office Use Only

Academic Advisor: Complete the items below by checking the appropriate box.

Is the student listed as "A" under Degree Information on RSAP?  YES

Are the student's completed minor(s) added to RSAP?  YES\*  
 STUDENT DOES NOT HAVE A MINOR

Are there any degree audit exceptions that need to be processed by the College Office?  YES\*\*  
 NO

\*\* if YES, attach a petition for the exception

**Advisor = Submit all Graduation Forms to the College Office NO EARLIER than Finals Week of the quarter prior to the student's graduation quarter. For any changes after this form has been submitted, email your Graduation Coordinator. (AERO-GEO: Dantuono.4@osu.edu/ISE-WE: Deerwester.5@osu.edu)**

Advisor Signature: \_\_\_\_\_



# The College of Engineering

## GRADUATION TO-DO CHECKLIST

- Graduation applications must be submitted three quarters prior to your anticipated graduation date.** After submitting your application, notify your College of Engineering departmental advisor regarding any changes to your projected schedule of classes and/or your anticipated quarter of graduation. Please note that a change in your graduating quarter requires completion of a new application.
- Make sure you have an active OSU email account.** The College of Engineering will send important information directly to your OSU e-mail account the quarter you plan to graduate. Be sure your account is not full and is accepting incoming e-mails. If you currently forward your OSU e-mail to a private account, you may not receive important e-mails regarding your graduation. To reverse the forward, go to this link (<https://acctmgt.service.ohio-state.edu/Email.html>), select the "change delivery" tab, and follow the instructions.
- After you have scheduled your final classes for your graduation quarter, run a Degree Audit Report from the "Grades and Advising" tab on Buckeye Link.** During your quarter of graduation, all sections of the Degree Audit Report should be highlighted in green, showing "completed" and "in progress" coursework. Any sections highlighted in red should be brought to your departmental advisor's attention immediately.
- Read the "Important Information re: Graduation" e-mail sent during the 4-6<sup>th</sup> week of your graduating quarter.** The e-mail will contain important information and instructions regarding your commencement. Engineering students do not receive a hardcopy graduation booklet, only the informational e-mail from the College.
- Upon receiving the graduation information e-mail, be sure to stop by 122 Hitchcock Hall and check your graduation information and line number.** Check your name, hometown, minor(s), and any Latin honors you think you should be receiving. Changes to your hometown can be made directly on the list. Changes to your name can only be processed at 320 Lincoln Tower. **If you are not attending the commencement ceremony, you must complete a commencement excuse form two weeks prior to commencement.**
- By the 7<sup>th</sup> Friday of your graduation quarter read the university commencement website at <http://commencement.osu.edu>** for detailed instructions pertaining to rehearsal and commencement. In particular, review the "Before Commencement" link and complete all instructions for the Graduating Class.
- Notify each instructor that you are a graduating senior and check your OSU e-mail account often during the final exams week.** There may be important information sent to you regarding your graduation status.
- Looking for a job? ECS can help.** Contact Engineering Career Services (ECS) for individual coaching on your resume and interview skills. Other services include on-campus interviews, resume referrals, and job postings. Call 292-6651, email [ecs@osu.edu](mailto:ecs@osu.edu), or stop by 199 Hitchcock Hall for more information. Check out the ECS web site, too, at <http://career.eng.ohio-state.edu>. **Already employed or have other plans?** Please report this information at <http://career.eng.ohio-state.edu/student/offers-hires-plans-pgrad.php>.