

Pre-Graduation Checklist

Colleges and the University Commencement Office work closely together to communicate information to graduates regarding Commencement and other activities. Graduating students in CFAES will receive commencement-related updates throughout their graduating term. The University posts information about Commencement [on their website](#), which is also a helpful resource for graduating students and their families.

Should your plans to graduate change, notify CFAES Academic Programs: cfaes-academics@osu.edu or (614) 292-1734.

Junior Year

Review Your Curriculum and Degree Audit

The Ohio State University requires students to follow the curriculum within the degree that the student is earning. Pay particular attention to the bulleted items under the college requirements. To view your curriculum requirements for your degree within our college, click [here](#). Students can run a Degree Audit for any outstanding requirements (click [here](#) to read about and view your Degree Audit).

Verify the Name on Your Degree Audit

Please review the name on your Advising Report, Student Statement of Account, or Degree Audit. This primary name is the one that will be printed on your diploma. If you want to change your name, including altering a middle name, you must complete a "[Request for Change of Record](#)" form and provide appropriate documentation. The form is completed online. Please submit the name change documents prior to completing your Graduation Application.

Meet with Your Advisor

A meeting with your advisor can help evaluate any outstanding requirements, formulate a plan for graduation, and determine the classes you need to take during your last two semesters. It is a best practice to prepare a copy of your current degree audit for this meeting.



Start the Job Search Process

Several companies visit campus to interview, and multiple career fairs occur throughout the year. Staff in [CFAES Career Services](#) can help with resumes, interview prep, and more. You can also complete your profile on Handshake to find jobs, internships, and other opportunities.

Submit Your Application for Graduation

All CFAES undergraduate students must complete an application graduation online. Students should plan to apply in the year prior to the semester they plan to graduate (for example, those who anticipate graduating in Spring of 2024 should apply in Spring of 2023). Timely applications are most beneficial to the student, but late applications are accepted. *Applications received after the 10th week of a graduating term cannot be accepted and will be moved forward to the next semester.*

The application for your degree will be reviewed within approximately 3-4 weeks of submission and you will receive an email indicating approval or concerns that need to be addressed. Any changes in the course plan after application submission should be emailed to [Cynthia Violet](#). It is your responsibility to understand the graduation requirements and the implications of altering your approved plan.

Apply Here: <https://students.cfaes.ohio-state.edu/academics/graduation>

Senior Year

Verify Your Address

[Update your Addresses \(Local and Permanent\)](#) in your BuckeyeLink Student Center (“Change Address” to ensure you receive all pertinent information without delay. This is also the address used to mail diplomas if you do not attend Commencement.

Resolve Any Financial Obligations

Pay any fees, tickets, fines, etc. before Commencement. Students cannot receive their diploma, order transcripts, or have other documents released if they have unresolved financial obligations to the University.

Have all Holds Removed

Any holds you have on your account will be displayed in the Holds section of your BuckeyeLink Student Center. Each hold will have an appropriate office to contact and resolve the issue.



Complete a Financial Aid Exit Interview (if required)

Monitor your email for updates from CFAES

CFAES will send emails about events, Commencement Rehearsal, and Commencement line-up. Please respond to any deadlines for event registrations and promptly attend to any other directives or requests.

Notify CFAES if you are not attending Commencement

The Ohio State University awards its students their actual diplomas at the Commencement ceremony, so it is very important to know who will attend. Students who will not attend Commencement are asked to notify their college with a Commencement Excusal Form. The form also allows you to specify arrangements for receipt of your diploma.

Please complete the [Commencement Excusal Form](#) and submit it to CFAES-Academics@osu.edu or drop off to Room 100 Agricultural Administration as soon as possible, and no later than two weeks before Commencement.

Visit the OSU Bookstore

Visit the [OSU Bookstore](#) to purchase graduation regalia, tassel, and other graduation mementos.

Complete the CFAES Career Services Survey

Career Services would like to hear about your post-graduation plans! Graduating students will be sent a survey or you [can update them here](#).

CFAES Graduation Contacts

- **Cynthia Violet (.8)** – reviews graduation applications and monitors degree audits. She may reach out with questions, concerns, or pending items impacting your graduation status.
- **Sharon Hayes (.1393)** – communicates graduation information throughout the term including details related to Commencement rehearsal, the Commencement ceremony and related events, Commencement excusal, line-up number, and more.
- **Jeanne Osborne (.2), Assistant Dean for Academic Affairs** – corresponds with seniors who will not be eligible to graduate after their final semester grades are posted.
- **Susie Sheller (.1) and Pat Whittington (.6)** – coordinate with students earning Honors or Research Distinction and related recognition events.

Have a general Commencement/Graduation question? Visit the [Graduation FAQs](#), [Commencement website](#), or email CFAES-Academics@osu.edu