Graduate Graduation Application Instructions

Application Deadlines
If You Are Finishing:
Fall Semester
Spring Semester
Summer Semester

The Deadline Is:
April 14
September 9
February 1

Filing Guidelines
The Graduation fee of $25.00 is payable at the time your application is submitted. This fee does not include the cap and gown fee for Commencement. Payment must be made at the Bursar's Office, University Center 460. You must present your receipt to Campus411 (UC 162) at the time that you turn in your application materials; your application will not be processed until the fee is paid. If you are mailing your application, enclose a check/money order for $25.00 (NO CASH) payable to Cleveland State University and mail it with your application to Cleveland State University, Office of the University Registrar, UC 400, 2121 Euclid Avenue, Cleveland, Ohio 44115-2214.

Also, you must be enrolled as a degree seeking student to be able to file a graduation application. If you are enrolled as a non-degree student your application will be mailed back to you. It takes approximately ten to twelve weeks to complete the processing. During this time, you will receive a copy of the application with comments and adjustments noted. Please check it carefully for approval and/or adjustments. If you do not receive anything back after the ten to twelve week period, contact the Office of the University Registrar at (216) 687-3700.

Graduation Requirements
Graduate students are reminded of the regulation which states that a student must be registered in the Graduate College during the semester in which he/she plans to graduate. This rule also applies to a student working on the removal of an Incomplete or Not Reported grade from a previous semester. The date of graduation will be the end of the semester in which the grade is turned into the Office of the University Registrar by the instructor.

Commencement
The Commencement ceremonies are held at the conclusion of the Spring and Fall semesters. Only those students who complete their degree requirements in the Spring Semester are eligible to participate in the Spring commencement ceremony. All students who are finishing their requirements in the Summer or Fall semester are eligible to participate in the Fall commencement ceremony. Details about Spring commencement are mailed to all eligible students in February. Fall commencement information will be mailed in October. This information is also available online at the following web address, http://www.csuohio.edu/commencement/page4.html.

Note: Your date of Graduation will be the semester that you complete your requirements.

If you have any questions, please contact The Office of the University Registrar at (216) 687-3700.
Application for a Masters and Doctoral Degree

Please Print of Type (use upper and lower case)

Name: __________________________________________________________

CSU ID#: ______________________________________________________

SSN: __________________________________________________________

Home Telephone Number: _________________________________________

Business Telephone Number: _____________________________________

Email: _________________________________________________________

Degree You Will Receive:

☒ Master of Arts in ________________________________

☒ Master of Science in ________________________________

☒ Master of Applied Comm. Theory & Methodology

☒ Master of Music

☒ Master of Social Work

☒ Psychology Specialist

☒ Master of Public Administration

☒ Master of Urban Planning, Design & Dev.

☒ Doctor of Philosophy in ________________________________

☒ Doctor of Business Administration

Title of Dissertation

Degree You Will Receive:

☒ Master of Accountancy

☒ Taxation ☒ Accounting/Audit

☒ Master of Business Administration

☒ Master of Computer & Information Sc.

☒ Master of Labor Rel. & Human Resources

☒ Master of Public Health

☒ Master of Education in ________________________________

☒ Educational Specialist

☒ Doctor of Philosophy in Urban Ed., ______________________________

☒ Doctor of Engineering in ________________________________

Requirements Will Be Met:

☒ Fall Semester _________ ☒ Spring Semester _________ ☒ Summer Semester _________

Signature ______________________________________________________ Date ________________

TO BE COMPLETED BY DEPARTMENT CHAIRMAN

Total Hours Required for Degree ________________________________

Hours Earned at CSU Applicable Toward Degree ______________________

Transfer Hours Applicable Toward Degree __________________________

Hours in Progress (including "T" grades) __________________________

Hours To Be Completed ________________________________

National Certification Exam Required ☒ Yes ☒ No

Language Required for Degree ☒ Yes ☒ No

Thesis Required for Degree ☒ Yes ☒ No

Comprehensive Exam Required for Degree ☒ Yes ☒ No

Date Comprehensive Exam To Be Taken ________________________________

Department Chairperson's Approval ________________________________ Date ________________

Dean of Graduate Studies ________________________________ Date ________________

TO BE COMPLETED BY REGISTRAR'S OFFICE

Residence Requirement (16 hours) ________________________________

Grade Point Average (3.00 required) ______________________________

Transfer Hours ________________________________

Number of "C" Grades ________________________________

Number of "F" Grades ________________________________

400 Level Courses (8 hour maximum) ______________________________

Registrar's Approval ________________________________ Date ________________

Comments: (Courses needed to complete) ________________________________

White-Registrar's Office ________________________________

Canary-Student ________________________________

Pink-Department ________________________________

Goldenrod College ________________________________

Cleveland, OH 44115