

On-line Graduation Information

Expected Graduating Semester Deadline for Undergraduates

Fall Semester	April 14
Spring Semester	September 9
Summer Semester	March 1

Undergraduate students with more than 87 hours and have a declared major will have the 'Apply to Graduate' button available to them on the 'Graduation' tab in CampusNet. The online graduation application will rely on a student's Degree Audit to determine eligibility to graduate. Students are encouraged to be enrolled in their remaining coursework before applying to graduate. Once a student applies online, the \$25 graduation application fee is charged to the student account and the review process begins. It takes six to eight weeks to complete the initial review of the application. Students are encouraged to track the progress of their graduation application on the 'Application Tracking' page on the 'Graduation' tab.

In order to graduate, students are responsible for enrolling in the courses required to complete the program of study. It is important to ensure that students complete each set of Degree Audit requirements with 'Completed' or 'In Progress' courses. Students will be responsible for checking their Degree Audit regularly to verify that the status of degree requirements remain complete with 'In Progress' courses.

Incomplete and X Grades: If an Incomplete grade (I) is received in your final semester, your date of graduation will be the end of the semester in which the instructor submits the grade change to the Office of University Registrar. You must notify the Office of the University Registrar of any change of grade made to a pending Incomplete (I) if that grade change completes your degree requirements. Students with a grade of X on the transcript will not be degreed until the X is resolved.

Any changes to your major/minor as read in CampusNet necessitates an advising appointment as it may affect your graduation requirements/Degree Audit. Schedule your appointment on line by logging in to CampusNet and on the student tab, click on the blue star. This will direct you to Starfish where you will have access to your advisor's schedule.

Diplomas

Following a final audit of your academic record and verification of the successful completion of all degree requirements, the Office of the University Registrar will mail your diploma to the address on file with the University approximately five weeks following Commencement. You are strongly encouraged to verify the accuracy of your name and current mailing address through CampusNet. Please make any necessary address changes online. Your name will appear on your diploma and in the commencement program exactly as it is on the student database. Diplomas are not mailed to students who have a financial hold on their student account. Such holds must be resolved with the [Office of Treasury Services](#) before the diploma will be released.

Diploma Name Policy

Your name and degree being received will appear on your diploma, on your official transcript and in the commencement program exactly as it is in the university's database. Please verify the accuracy of your name and degree/major/minor information on [CampusNet](#). If there is an error, name changes can be made by completing the Change of Information form available at <https://www.csuohio.edu/registrar/university-registrar-forms>.