

# GRADUATION

## School of Teaching and Learning

### Winter Quarter 2012

#### Regalia

**Undergraduate:**

Cap, gown and tassel.....\$39.98

**Master's:**

Cap, gown, tassel and mortarboard... \$41.98

Master Hood ...\$33.98

**PhD:**

Gown-buy..... \$729

Gown-Rent..... \$67

Tam..... \$98

Hood.....\$156

(if not ordered from Graduate School )

**\*Preordering is required for all doctoral students**

**\*This information is provided by Barnes and Noble (Gateway) (614) 247-2000. You can obtain regalia at other bookstores.**

**Application to Graduate Deadlines:**

Undergraduate Students the second Friday of the quarter **prior** to graduation—*Application will be forwarded to Campbell Hall!*

Master's Students- the second Friday of the quarter **prior** to graduation—*September 30, 2011*

Doctoral Students-the second Friday of the quarter **of** graduation— *January 13, 2012*

Graduate students who can't make the deadline? Try the **end-of-quarter** options! What is the end-of-quarter option?-A student who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following quarter may graduate the following quarter without registering or paying fees. The student degree will not be conferred until the following quarter therefore, completed transcript or diploma will not be available until then.

**DOCTORAL (PhD)**

Notification of Final Oral Exam ([http://www.gradsch.ohio-state.edu/Depo/PDF/Doc\\_Oral.pdf](http://www.gradsch.ohio-state.edu/Depo/PDF/Doc_Oral.pdf)) is due two weeks prior to oral defense.

Please allow time for the Graduate Studies Committee Chair's signature (if applicable) on required documentation

Students must complete 120 hours to be eligible for graduation. 90 hours must be completed at OSU if you received.

Application to graduate: <http://www.gradsch.ohio-state.edu/Depo/PDF/>

**Master's of Arts (MA) (To do list)**

- ◆ Meet with your faculty advisor
- ◆ Complete program sheet form and obtain faculty advisor's signature
- ◆ Complete application to graduate
- ◆ Enroll in at least 3 graduate credit hours the quarter of graduation
- ◆ Must complete 50 hours-non-thesis  
45 hours-thesis
- ◆ Complete paper work for all outstanding transfer credits (i.e. Grad Non-degree or Non-OSU) hours must be completed at OSU

Please review Graduate School checklist : <http://www.gradsch.ohio-state.edu/Depo/PDF/MastersChecklist.pdf>

Master's Application (<http://www.gradsch.ohio-state.edu/Depo/PDF/Master%27sGraduate.pdf>)

**THE MASTER'S EXAM:**

For those who've selected the School proctored exam

**Where: 243 Arps Hall**

**When February 11, 2012**

**Time: 9am-1pm**

\*The school-proctored exam is a written four hour exam proctored by the office of 227 Arps that consist of a set of questions established by the advisor to evaluate the students' academic performance related to the general and specialty program themes.

## Master's of Education (MED)

Submit application to graduate by the deadline  
<http://www.gradsch.ohio-state.edu/Depo/PDF/MastersChecklist.pdf>

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### LICENSURE:

Have questions about your license application? Please contact Jo'Vanna Zanders at (614) 292-2581.

To download the Ohio Licensure application please visit:

<http://ehe.osu.edu/edtl/resources/downloads/gsc-forms/med/med-ohio-license-application.pdf>

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### Need a verification letter?

A Verification letter validates the progress and/or completion of your program. Please obtain verification form in 227 Aprs Hall to process.

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## UNDERGRADUATE:

Students need to complete at least 45 hours at OSU (remedial and repeated courses does not count toward graduation)

HONORS GUIDELINE (UG students only)

To be eligible for honors, students must complete 90 hours at OSU.

3.9 > *Suma Cum Laude*

3.7 > *Magna Cum Laude*

3.5 > *Cum Laude*

Hours:

Students who were admitted under the old program (before Summer 2007) will need to complete 196 hours. Students who were admitted Summer 2007 and beyond will need to complete 181

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The College of Education and Human Ecology provides students with the opportunity obtain assistance with writing a resume, applying for a job, internship, and tips on locking down a job offer career services office through the Career Services Department. Career Services also provides an annual TeachOhio job fair. For more information please visit. <http://ehe.osu.edu/career-services/>

Email: [EHECareers@ehe.osu.edu](mailto:EHECareers@ehe.osu.edu)

Phone: (614) 688-5663

## Winter Quarter Commencement:

**Rehearsal:** Visit <http://www.gradsch.ohio-state.edu/Depo/PDF/MastersChecklist.pdf>

**Commencement:** Sunday March 18, 2012

### Not attending commencement?

Please download the form and send it to your college office. Graduate Students <http://www.gradsch.ohio-state.edu/Depo/PDF/CommencementAbsenceForm.pdf>

Undergraduate students: <http://ehe.osu.edu/edtl/advising/downloads/ug-commencement-absence-form.pdf>

**\*Tickets are not required for attendance\***

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## Ph.D. Questions?

If you need detailed information regarding the guidelines for dissertation or candidacy exam, final oral notification, please contact Graduation Services at 292-6031 or visit <http://www.gradsch.ohio-state.edu/>

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## Quick Notes:

Please be sure to the academic advisor listed on your student center (SIS) is correct. If the wrong advisor is listed please call (614) 292-2332

Graduate Schools Graduation Deadline: [http://www.gradsch.ohio-state.edu/Depo/PDF/Deadlines\\_ProfD.pdf](http://www.gradsch.ohio-state.edu/Depo/PDF/Deadlines_ProfD.pdf)

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## Academic Calendar

<http://www.ureg.ohio-state.edu/ourweb/more/Content/bigcal.html>

Provides information about semester conversion and OSU events.

For graduation questions please contact:

**Janell Jones**

**Graduation Coordinator**

**School of Teaching and Learning**

**1945 North High Street**

**Aprs Hall Room 227**

**Telephone Number: ( 614) 292-6593**

**Email: [jones.3335@osu.edu](mailto:jones.3335@osu.edu)**