

Graduation Information and Application

Bachelor of Science in Education

College of Education and Human Ecology
School of Physical Activity & Educational Services

The School of Physical Activity and Educational Services (PAES) requires students to apply to graduate **at least three quarters** prior to the intended quarter of graduation. Questions about graduation status can be directed to: paesgraduation@ehe.osu.edu Application deadlines are as follows:

TO GRADUATE:

Autumn quarter
Winter quarter
Spring quarter
Summer quarter

APPLICATION DUE:

The third Friday of the previous Spring quarter
The third Friday of the previous Summer quarter
The third Friday of the previous Autumn quarter
The third Friday of the previous Winter quarter

OSU Email Account

Students should have an active account OSU e-mail account. PAES Graduation Services will send important information to Ohio State e-mail accounts after the application for graduation has been submitted. Most of these e-mails will come during students' final quarter at Ohio State. Students who forward their Ohio State e-mail to a private account (e.g. Yahoo, AOL, etc.) may not receive important e-mails that are intended for Ohio State e-mail accounts. Students should consider reversing the forward so important Ohio State related notifications are delivered. E-mails will come from the e-mail address: paesgraduation@ehe.osu.edu.

Transfer Credit

Transfer credit must be completed at least one quarter prior to graduation. Degree requirements may not be completed at another institution during the final graduation quarter. Students should consult with an advisor prior to taking courses at another institution, as some courses do NOT transfer to Ohio State to fulfill requirements.

Latin Honors

Latin Honors are based on the cumulative grade point average. Latin Honors require 90 Ohio State graded hours.

3.5-3.69	Cumulative GPA is <i>cum laude</i>
3.7-3.89	Cumulative GPA is <i>magna cum laude</i>
3.9-4.0	Cumulative GPA is <i>summa cum laude</i>

Latin Honors will be noted on the diploma and in the commencement program.

Graduation with Distinction in Education and Human Ecology

Students who have applied for and been accepted to the College of Education and Human Ecology Honors Program, have a 3.4 cumulative GPA and who successfully complete an honors contract and senior honors thesis may graduate *with Distinction* in their field of study. This designation will be noted on the diploma and in the commencement program.

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Name Change Policy

The School of PAES will be using the name listed with the University for their diplomas and in the commencement program. Students may check the spelling of their name on their Advising Report at www.buckeyelink.osu.edu. The name that appears in the upper, left corner of the Report is the name that is on file with the University. Students who wish to change their name must do so through the University Registrar's office, 320 Lincoln Tower by the **end of the second week of the quarter of graduation.**

Loans

Students receiving Direct Loans (either subsidized or unsubsidized) need to complete an exit interview. Students will need their PIN number used to complete the FAFSA to enter the exit interview website. The web address is www.dl.ed.gov. Students will not receive their diploma at graduation without completing the exit survey.

Helpful Links

Commencement Services: <http://commencement.osu.edu/> (To get information regarding seating, parking, directions, etc)

PAES Alumni Society: <http://ehe.osu.edu/paes/alumni/alumni.htm>

Resume assistance, coverletter reviews, mock interviews, job search workshops: <http://careerconnection.osu.edu/>

Job Listings: <https://ehe-csm.symphlicity.com/>

Lifetime Email (To keep Ohio State E-mail for life): <http://www.osu.edu/alumni> and click on the "Lifetime E-mail" link.

Revised Graduation Plans

If any changes are made in the planned course of study, students must submit a *Revision to Initial Application to Graduate* form to the Office of Student & Alumni Services, in A100 of the PAES Building.

Graduation Timeline

2nd Week of graduating quarter- Name change forms are due in 320 Lincoln Tower.

5th Week of graduating quarter- A list with the students' name, hometown, and major and honors status will be made available at the front desk of A100 PAES Building for review. Students will need to make any corrections necessary by the 8th Week.

7th Week of graduating quarter- Students will receive a instructions booklet with their graduation line number via US Mail. If students do not receive a brochure by the 8th Week of the quarter, please contact paesgraduation@ehe.osu.edu. If students move after they have applied to graduate, students should notify the Office of Student and Alumni Services.

10th Week of graduating quarter- Absence from commencement forms are due if students do not wish to attend commencement. Students can pick up and return forms in A100 PAES Building.

Friday of finals week- Graduation Rehearsal is at 1:00 pm. All honors students will receive their honors cords at Graduation Rehearsal.

Sunday after finals week- Graduation. All students who have been cleared will receive their official diploma at Graduation.

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Date: _____ Graduation Quarter/Year: _____

Name (First, Middle, Last): _____
(must agree with name shown on student records)

OSU Email: _____

Local Address: _____
(Graduation materials will be mailed to this address)

Local City, Zip: _____ Local Phone: _____

Hometown and State (for Commencement Program): _____

Please check the appropriate major and strand if applicable:

Major: _____ **Exercise Science Education**

- Exercise Science Track
 Health Promotion Track

_____ **Special Education**

_____ **Sport & Leisure Studies**

- Sport Leadership and Sport Humanities
 Physical Education Teacher Education

_____ **Technical Education & Training**

- Corporate Training & Development
 Business Education/Teacher Education
_____ with General Business Minor
_____ without General Business Minor
 Career & Technical Education

_____ **Family & Consumer Sciences Education**

Bachelor of Science in Human Ecology

Minor: _____

Second Major/Degree: _____ (You will need to file a Graduation Application for your second major)

College of Education and Human Ecology honors thesis _____

(for *Graduation with Distinction*)

My signature below signifies that I will assume the responsibility for revising this application form if changes arise.

Student Signature: _____ Date: _____

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List below the courses planned for the final three quarters. Include all courses and hours required to complete the degree. **Consult the degree audit for the remaining requirements and total hours needed for graduation.**

Current Quarter _____

Final Quarter _____

Department/Course Number Credit Hours

Department/Course Number Credit Hours

TOTAL: _____

TOTAL: _____

Quarter before graduation _____

Department/Course Number Credit Hours

Hours Completed: _____

Hours in Progress: _____

Hours Planned: _____

Total Hours: _____

TOTAL: _____

[] PAES Graduation Services Approval and
 Initials _____