

APPLICATION FOR GRADUATION INSTRUCTIONS

GENERAL INFORMATION:

The University requires that each student files an application for graduation two quarters prior to the quarter of graduation. For students planning to graduate Spring quarter, the application should be submitted before the end of Autumn quarter. Submit completed application form to the SAMP Student Affairs Office, 127 Atwell Hall.

Graduation instruction booklets will be mailed to the student's local address approximately five weeks before graduation. Ensure the accuracy of your local address at www.buckeyelink.osu.edu. Additionally, students will be required to verify information with the SAMP Student Affairs Office during the quarter of graduation. Regularly check the name.#@osu.edu email account and the website at www.amp.osu.edu for additional information.

Notify the SAMP Student Affairs Office on or before the **seventh Friday** of the quarter if you do NOT plan to attend Commencement. Students who do not plan to attend the Commencement ceremony should complete a form to request that the diploma be mailed or picked up. This form can be accessed at www.commencement.osu.edu.

LATIN HONORS

At the end of the quarter preceding graduation, the Student Affairs Office will determine eligibility to graduate with Honors. Students must have earned 90 hours at OSU to be eligible. All coursework completed at OSU will be considered in determining Latin Honors (includes coursework completed prior to Fresh Start). The University standards of Latin Honors are as follows:

3.50-3.69 Cumulative GPA is *Cum Laude*

3.70-3.89 Cumulative GPA is *Magna Cum Laude*

3.90-4.00 Cumulative GPA is *Summa Cum Laude*

Latin Honors will be noted on the diploma and in the commencement program. Students who fall below the Honors bestowed at the penultimate quarter will retain the honors designation. Honors designation will be changed for students who qualified for Latin Honors in the final quarter of enrollment.

GRADUATION WITH DISTINCTION

Students completing an approved Honors Research Project will earn the designation, "Graduating with Distinction in [major]" added to the diploma and printed in the commencement program.

GRADUATION WITH HONORS IN ALLIED MEDICAL PROFESSIONS

Students who have completed an approved Honors Contract will graduate with "Honors in Allied Medical Professions." The designation will be added to the diploma and printed in the commencement program.

MINORS

Students who wish to graduate with a minor should check the minor requirements at:

<http://artsandsciences.osu.edu/currofc/gec/minors.cfm> to determine if the minor requires a Minor Program Form to be signed the area offering the major. If the minor requires a signature, students are required to submit the form with the graduation application.

DUAL DEGREES

Students who plan to complete two baccalaureate degrees need to notify the SAMP Student Affairs Office. Indicate required information on the graduation application and schedule an appointment with the Director of Student Affairs.

SAMP ALUMNI SOCIETY

SAMP graduates receive a complimentary one year membership in the SAMP Alumni Society. Complete the Alumni Info Form at <http://sampalumni.clubexpress.com> to stay informed about activities of the SAMP Alumni Society.

**THE OHIO STATE UNIVERSITY
SCHOOL OF ALLIED MEDICAL PROFESSIONS**

APPLICATION FOR GRADUATION

INSTRUCTIONS

Students should submit completed graduation applications in the SAMP Student Affairs Office two quarters prior to graduation.

Graduation Quarter/Year: _____ **Division&Track:** _____

Select one choice below:

____ **Bachelor of Science in Allied Health Professions**

____ **Post Baccalaureate Certificate of Study**

Name (First, Middle, Last): _____

(must agree with name shown on student records)

Student ID: _____ **OSU Email:** _____

Hometown and State (for Commencement Program): _____

Local Address: _____

(Graduation materials will be mailed to this address)

Local City, Zip: _____ **Local Phone:** _____

Minor: _____

Dual Major/Degree: _____

(You will need to file a Graduation Application in your respective program for your second degree)

If Dual Degree, indicate which college you will march with at Commencement _____

Student Signature: _____

Date: _____

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Office Use Only:

Graduation application inputted in SIS _____

Minor posted in SIS _____

Name change form submitted to University Registrar (if applicable): _____

Commencement excuse form submitted to University Registrar (if applicable): _____