



## **GRADUATE      GRADUATION APPLICATION & INFORMATION**

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The attached form is your formal application for graduation and it provides information for the commencement program and ordering caps, gowns, diplomas and parental and honorary alumni certificates. **You must complete and submit the application to be considered for graduation.**

If you will complete your degree requirements in December 2011, you need to complete an application for graduation and turn it in to the Registrar's Office by May 2, 2011. It is important that we have your application prior to the fall 2011 semester, so your name can be presented to the Board of Trustees and faculty in early fall. We can then release a diploma to you shortly after grades are reported for the fall semester if all coursework is completed. If you fail to apply for graduation by the deadline and thus, are not approved by the faculty and Board of Trustees in the fall, your diploma will be awarded at the May 2012 commencement ceremony.

If you complete the attached application and qualify for graduation, you will be placed on the graduation list and receive a letter in March from the Academic Dean's Office that will outline details about the graduation ceremony and events of that day. Only those students with an approved plan of study to finish their program by August 31<sup>st</sup> may be approved for summer graduation. The plan of study must be approved by the student's advisor and coordinator of graduate studies.

The 2012 graduation ceremonies are scheduled for Sunday, May 6. The time and location will be determined in January 2012. For planning purposes you should know that we usually hold a baccalaureate service in the morning at 10:30 am and commencement at 12:00 noon. Contact Assistant Registrar, Alyce Caulder at 419-783-2375 or [acaulder@defiance.edu](mailto:acaulder@defiance.edu), if you have questions regarding the graduation date.

### **Parental Alumni and Honorary Certificates**

The parental alumni and honorary alumni certificates are documents signed by the Chairman of the Board of Trustees and the President of the College, and they are presented to parents, spouse, guardians, or friends "...whose encouragement, devotion, and sacrifice have made possible the completion of all requirements set forth by the college for a degree which is awarded this day to (your name)..." The certificate is a thank you to someone who has helped you. There is no charge for these certificates. If you request one (or more) it will be enclosed with your diploma.

### **Graduation Announcement, Caps and Gowns**

To order a cap and gown, please complete Part IX on the application. (If you've already ordered or have a cap and gown, please check the "already have/borrowing" box or the "already ordered" box.) There will be a fee for the cap and gown and they will be yours to keep after the ceremony. The College Bookstore will have graduation announcements available in the spring.

# GRADUATION INFORMATION AND APPLICATION

## GRADUATE

To be awarded a degree or be recognized as a graduate at Defiance College 2012 Annual Commencement, this application must be filed in the Registrar's Office, Serrick Campus Center, Room 204, by **May 2, 2011 for December graduates and by December 1, 2011 for May/Summer graduates.**

**I. I am a candidate for a graduate degree (check one):**

- Master of Business Administration - select concentration  Leadership  Health Care  CJ  
 Master of Arts in Education  
 Master of Arts in Education – Intervention Specialist  
 Master of Arts in Education – Coaching Concentration

Check capstone to be completed for Master of Arts in Education:  Master's Project  Exam

**II. Course work for degree will be completed in (check one):**

- December 2011  May 2012  Summer 2012

To be approved as a summer graduate one must have an approved plan of study to finish by August 31<sup>st</sup>. Please list courses needed or desired in summer session(s):

\_\_\_\_\_

**III. Print your name the way you wish it to appear on your diploma and the commencement program.**

Student ID # \_\_\_\_\_ Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Home Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**IV. If you think we may have difficulty pronouncing your name correctly, please write it phonetically or notify the Registrar's Office of the pronunciation.**

\_\_\_\_\_

**V. Name of your hometown to be printed on the commencement program:**

(City or Town) \_\_\_\_\_ (State) \_\_\_\_\_

Hometown newspaper \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Notification of your graduation will be placed in the newspaper unless you check here .

**VI. If you wish to order a Parental Certificate of Appreciation, write the name of the parent beside the appropriate certificate: There is no charge for certificates.**

Parental Alumni Certificate (both parents name on same certificate):

\_\_\_\_\_

Parental Alumnus Certificate (Father only): \_\_\_\_\_

Parental Alumna Certificate (Mother only): \_\_\_\_\_

**VII. If you wish to order an Honorary Certificate of Appreciation for your spouse, children, in-laws, grandparents, friend, etc. write the name(s) beside the appropriate certificate. There is no charge.**

Honorary Alumni Certificate (multiple names on one certificate):

\_\_\_\_\_

Honorary Alumnus Certificate (male only): \_\_\_\_\_

\_\_\_\_\_

Honorary Alumna Certificate (female only): \_\_\_\_\_

\_\_\_\_\_

**VIII.  I do not wish to order any certificates.**

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**IX. Please complete the following so we can order a cap and gown for you for the graduation ceremonies.**

Already have/borrowing  Already ordered Height \_\_\_\_\_ Weight \_\_\_\_\_

**X. To graduate in Absentia:**

All graduates are required to attend Commencement. However, if you absolutely cannot attend, you may request permission to graduate in absentia. Please state your reason for this request:

\_\_\_\_\_

*The Academic Dean will notify you if your request is denied.*