



columbus college of art & design

**APPLICATION FOR GRADUATION**

**THE NAME ON YOUR STUDENT RECORD WILL APPEAR ON YOUR DEGREE**  
**IF YOU HAVE A LEGAL NAME CHANGE PLEASE SUBMIT THE PROPER PAPER WORK IN ADVANCE**

Name \_\_\_\_\_ Social Security Number XXX - \_\_\_\_ - \_\_\_\_\_  
(First) (Middle) (Last) CCAD ID \_\_\_\_\_

Address \_\_\_\_\_  
(Street & number) (City) (ZIP)

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

E-mail address \_\_\_\_\_

**Check the month and year you plan to graduate:**  May  August  December Year \_\_\_\_\_  
(This is the date you complete ALL your requirements, including transfer credit for the BFA or MFA degree) August or December grads: pick up degree \_\_\_\_\_ have degree mailed \_\_\_\_\_

**PLEASE INDICATE CREDITS TOWARDS GRADUATION**

**EARNED CREDITS** \_\_\_\_\_

**IN PROGRESS CREDITS** \_\_\_\_\_

**TRANSFER CREDITS** \_\_\_\_\_

**TOTAL CREDITS**

**Division Assessment / Review**  **LA Assessment / Review** /  **Graduate Progress Assessment**  
(Fine Arts must have both levels)

**MAJOR** \_\_\_\_\_  
**MINOR** \_\_\_\_\_

\_\_\_\_\_  
**Advising/One Stop Signature** **Date** **Student Signature** **Date**

**IMPORTANT: IT IS THE STUDENTS RESPONSIBILITY TO SUBMIT COMPLETED GRADUATION APPLICATION FORM TO THE REGISTRAR'S OFFICE BY THE DESIGNATED DUE DATE. (SEE BACK OF FORM FOR DUE DATES)**

**ONE STOP OFFICE APPROVAL**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_ **Graduation Fee Assessed** \_\_\_\_\_

**Comments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE TO CANDIDATES FOR GRADUATION**

Graduation is dependent upon the following items: (1) the successful completion of all required course work for the specified degree(s) and major area(s) of study declared on this form; (2) achieving a final accumulative grade point average of 2.0 for all coursework completed at CCAD. As indicated in the CCAD Student Handbook and Master Schedule Booklet: (1) you have the responsibility for maintaining your own accurate record of required credits and knowing the credits necessary to complete the requirements for graduation as outlined on your BFA or MFA degree major area requirement sheet; (2) division deans and faculty advisors assist you during registration, but the ultimate responsibility for taking appropriate courses to fulfill degree requirements rests with you; (3) it is also your responsibility to ensure that the Registrar's Office receives all updated transcripts from other institutions prior to the last semester of attendance.

**You are required to pay a \$115 graduation fee, regardless of whether you attend the commencement ceremonies.**

Your degree will not be conferred and no further service will be rendered by the College until such fee is paid. You are also responsible for ensuring that all books and other school property is returned prior to graduation; and that all fees and library fines are paid; and all exit interviews with the Financial Aid Office are conducted prior to graduation. There are no exceptions to these policies.

**GRADUATION APPLICATION DEADLINES** (Date of graduation application to be turned-in to the One Stop Student Services Office in order to be processed to receive your diploma)

- |                         |  |
|-------------------------|--|
| DECEMBER 2016           | SEPTEMBER 2, 2016  |
| AUGUST 2016             | JUNE 1, 2016   |
| MAY 2017 (Commencement) | JANUARY 25, 2017 (all degree requirements have to be complete to walk) |

**IMPORTANT COMMENCEMENT INFORMATION –POLICY EFFECTIVE MAY 2004**

**ONLY students who have completed all their degree requirements towards their BFA or MFA degree at CCAD may graduate and attend commencement ceremony and receive their diploma. Any student who has applied for graduation and has not completed their degree requirement will not graduate and will be denied attendance in commencement and will not receive their diploma. Those students will have to defer their graduation to the term that all degree requirements are completed. Contact the One Stop Student Services Office at 614.222.3295 to defer graduation date or if you have any questions. Please refer to student handbook for more information regarding the graduation process and policy.**

Do you plan to attend Commencement:     Yes     No    **If yes:**     May    Height Ft \_\_\_\_ In \_\_\_\_    Weight \_\_\_\_

Hometown: \_\_\_\_\_ State: \_\_\_\_\_

Are you visually, mobility or hearing impaired?     Yes     No    How many of your guests will attend? \_\_\_\_\_

**PRONOUNCIATION (Optional)**

Please fill out the following info if you are attending the graduation ceremony and would like to inform us about the phonetic pronunciation of your name (i.e. rhymes with \_\_\_\_\_).

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS: (Print Clearly)**

**Alumni Information**

Please list your PERMANENT ADDRESS WHERE YOU CAN MOST LIKELY BE REACHED IN THE COMING YEARS. Space is provided for two addresses in order of priority. This is for the use of the Alumni Association, College Newsletters, Graduate Surveys, notifying you of events, and passing on of information which may be of interest to you or affect you as a graduate of the Columbus College of Art and Design.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Accommodations for handicapped guests**

In order for the College to assist you and your guests for the commencement ceremony, please give us some information regarding the special needs of any handicapped guests who will attend the commencement ceremony in the Ohio Theatre. Please complete the following information if you anticipate special needs for your guests, such as special seating and/or handicapped access, or inform the Registrar's Office as soon as information is available.

The nature of your condition:     wheel chair     hearing impaired     walker     other \_\_\_\_\_

Number of guests with special needs? \_\_\_\_\_