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_____   CCAD ID__ __ __ - __ __ - __ __ __ __
     (First)   (Middle)   (Last)

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 2021   August 27, 2021

MAY 2022   JANUARY 24, 2022**(See revised policy for commencement attend)**

JULY 2021   **June 1, 2021**

IMPORTANT COMMENCEMENT INFORMATION –POLICY EFFECTIVE FALL 2018
REQUEST TO PARTICIPATE IN THE COMMENCEMENT CEREMONY Students that have completed all degree requirements and those who are no more than 6 credit hours short of meeting degree requirements are eligible to participate in commencement ceremonies. Students filing out an application for Graduation Diploma should indicate their intention to participate in commencement. Students who have 6 or fewer incomplete graduation credit hours must inform the Registrar's Office in writing about when and where they will take the remaining courses to complete their degree. Students wishing to participate in May commencement must show evidence that they will complete the coursework needed to fulfill graduation requirements by conclusion of the current calendar year. If the student intends to take courses outside of CCAD, they must submit a Transient Student Form to the Registrar's Office prior to enrolling in courses. Additionally, students must submit a course description and/or syllabi for proposed courses to the appropriate Program Chair or Director. The Program Chair/Director will review and determine if the course(s) qualify as CCAD course equivalents

Do you plan to attend Commencement: ☐ Yes   ☐ No   **If yes:** ☐ **May**   Height Ft____ In____   Weight_____ For gown order

Hometown: _____   State: _____

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

PRONOUNCIATION or Preferred Name (Optional, If you have a preferred name that you would like to be called you can add the name below) 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? _____