



Office of the University Registrar
116 Alfred B. Rollins, Jr. Hall
Norfolk, VA 23529
PHONE: 757-683-4425
FAX: 757-683-5357
e-mail: graduate@odu.edu

UNDERGRADUATE APPLICATION FOR GRADUATION

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR GRADUATION

Please complete the attached Undergraduate Application for Graduation and return it to the Office of the University Registrar by e-mail attachment to graduate@odu.edu, or fax to 757-683-5357, or mail to the Office of the University Registrar at the above address.

Submit your completed application by the following deadlines:

November 30	Candidates completing degree requirements during the Spring semester
February 28	Candidates completing degree requirements during the Summer session
June 30	Candidates completing degree requirements during the Fall semester

NOTE: Students who apply after the deadline may not appear in the Commencement program book.

After we have received your application for graduation, your Graduation Specialist will send a confirming letter to your ODU e-mail address, outlining your graduation status. You should receive this letter no later than the first class day of your last semester.

DEGREE REQUIREMENTS

You are expected to be aware of all graduation requirements and to take appropriate action to successfully complete them prior to your expected graduation date. To be eligible for graduation, undergraduate students must meet all major, minor/cluster, and general education requirements as outlined in the *University Catalog*, and file an application for graduation **by the published deadlines**. Consult the *Catalog*, your chief departmental advisor, or your site director regarding your specific degree requirements. All degree requirements must be **completed** by the last day of final examinations of the semester or summer session in which you intend to graduate. Your major department is responsible for clearing you for graduation and certifying to the Office of the Registrar that requirements have been met. We urge you to consult your academic advisor **PRIOR TO** your final semester to ensure that you will meet all degree requirements as you expect.

Reminders

- **Transfer students** who have taken 3 or more years of a foreign language in high school must provide a copy of their high school transcript to the Registrar's Office no later than the end of the first month of your final semester.
- **Evaluation of transfer work.** All transfer credit must be evaluated by the ODU Office of Admissions and posted to your academic record. Official transcripts from prior institutions must be submitted for evaluation prior to your expected graduation date. Check your transfer credits in LEO Online to be sure all expected credits have been evaluated and posted.
- **Students who are currently attending another institution with plans to transfer coursework during the final semester** should inform their Graduation Specialist of the concurrent enrollment. Attendance at another institution during the final semester can adversely affect graduation. The semester at the other institution must end prior to the end of the ODU semester.
- **All students must successfully pass the Exit Examination of Writing Proficiency** prior to the date of graduation. If you have not already taken and passed the Exit Exam, we recommend that you register for it as soon as possible. Exam dates and other information about the Exit Exam are available at the Writing Center web site studentaffairs.odu.edu/writingcenter/.

DEGREE EVALUATION

The University Degree Evaluation tool for students will be online by the end of the Fall 2006 semester. An announcement will be made to the University community when this program is available in LEO Online. The degree evaluation tool will provide an analysis of a student's academic history and current registrations, evaluate met and unmet degree requirements, and show students requirements remaining to be fulfilled. The degree evaluation is an unofficial analysis of your degree progress. You are encouraged to use this tool when it becomes available, and to work closely with your academic advisor to ensure you are meeting degree requirements.

COMMENCEMENT CEREMONY

Complete information about the Commencement ceremony, including obtaining tickets, activities, etc. is available at the Commencement web site www.odu.edu/commencement. Questions about the Commencement ceremony should be directed to the Office of University Events at 757-683-6797 or email commencement@odu.edu. Academic regalia for commencement are available at the University Bookstore (email ODUbookstore@odu.edu or call 757-683-0048). **Participation in commencement ceremonies does not confirm that a degree has been conferred.**

DIPLOMAS

Once the Office of the Registrar receives certification from your major department that all degree requirements have been met, your degree will be posted and your diploma will be ordered. You can see when your degree is posted by checking LEO Online. Diplomas will be mailed to the **permanent address** in our records. You must maintain this address via LEO Online and update online if necessary. Enter your address **before** submitting your application for graduation. Diplomas are usually mailed 4-6 weeks following the date of degree conferral. If you have not received your diploma within two months following graduation and you have verified in LEO Online that your degree has been posted, please contact the Registrar's Office at the above e-mail address or telephone number. **Diplomas are not mailed to students who have not completed the online Senior Assessment Survey or students who have financial holds with the University (check for holds in LEO Online).**



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Please **fax this form to 757-683-5357** or mail to the Registrar's Office.
 For questions or assistance, e-mail graduate@odu.edu.
 Please allow one week for processing. **You can check your graduation status in LEO Online.**

APPLICATION DEADLINES

November 30	Candidates completing degree requirements during the Spring semester
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Please PRINT ALL INFORMATION CLEARLY (or use Adobe Reader to fill in the form).

University ID (UIN): _____ E-mail (after graduation): _____

Name (as desired on diploma – first, middle, last name order). Please print clearly, including any accent marks or special characters that should be used to print your name on the diploma. **Legal name only (must be in our system)**, no nicknames, quotes, parentheses, slashes, ranks, titles, etc.

First

Middle

Last

Semester and year in which you intend to complete all requirements for graduation:

Spring 20_____ Summer 20_____ Fall 20_____

1st Degree: _____ Major(s): _____ Minor: _____

2nd Degree: _____ Major(s): _____ Minor: _____

(Only the degree shows on the diploma. Majors are not printed on diplomas.)

Your diploma will be mailed to your permanent address as listed in LEO Online. Before submitting this application, verify your permanent address by logging into the LEO Online secure area (www.leonline.odu.edu). Select "Personal Information." Then select "Update Addresses and Phones." Update your address if necessary for diploma delivery 6-8 weeks after the date of graduation.

Check here to indicate that you have checked your permanent address in LEO Online, and that you will update it if necessary.

Please refer to the University Catalog or the Registrar's web site at www.odu.edu/registrar for further information about graduation and matters that may affect graduation. Refer to the commencement web page at www.odu.edu/commencement for information about commencement.

Participation in commencement ceremonies does not confirm that a degree has been conferred.

REMINDER: You must complete the Senior Assessment Survey (www.odu.edu/ao/ira/assessment/) before you can receive your diploma. Watch for an e-mail from the Assessment Office inviting you to complete the survey.

I have read the information contained in this application, including the cover page, and acknowledge that the information I have provided here is correct.

Application date _____ Signature _____