

Policy Governing Participation in Commencement by

Undergraduate and MSA students not on the
Graduation List (*Policy excludes Law students*)

Ohio Northern University will consider a request from an undergraduate student to participate in commencement under the following circumstances:

1. The request must be made to the Dean of their academic program area no later than April 1st. (please use the *Request to Participate in Commencement* form on the Registrar web page)
2. The remaining degree requirements must meet the following criteria:
 - a. Six credit hours or less, OR
 - b. One course of internship (not to exceed 12 credit hours), OR
 - c. One course of student teaching (12 hours) and the student teaching seminar (2 hours)
3. The request must include a specific academic plan for completion of all degree requirements. The student must be able to and must plan to complete all remaining degree requirements in time for degree conferral in December of the following academic year. This must be documented by the student's major academic advisor and be approved by the Dean of the student's program. The remaining degree requirements must include no courses that can only be taken in a Spring semester.
4. A Graduation Application must be on file in the Office of the Registrar for the Summer or Fall degree conferral.
5. The student must be in good academic standing and must not be on probation or suspension for any disciplinary or academic violations.

Requests will be considered on a case by case basis considering the individual student's academic record, other record of accomplishment at Ohio Northern University, and personal integrity. A request from a student who missed a semester due to a prior suspension, whether academic or disciplinary, will not be approved. If a student is approved by the Dean to participate in commencement, the student's name will be announced per the usual traditions. The student's name will appear in the commencement program if the approval is granted by the Dean by April 15.

Honors will NOT be noted in the Commencement program, ONU Recognition Medals will NOT be given for academic achievement, and Honor Cords will NOT be worn by those students who are walking in Commencement but not completing until the next summer or fall term.

Students who have not completed all of their graduation requirements, but who are approved to participate in the spring commencement ceremony, will NOT receive a diploma at the commencement ceremony. The Registrar's Office issues diplomas (with an honors designation, if applicable) and posts degrees on transcripts only when the registrar and the Dean have certified that all graduation requirements have been met.

A student may only participate in a single commencement ceremony for each degree received. However, students who receive more than one degree in different academic years may participate in a commencement ceremony for each of those years.

Participating in the spring commencement ceremony before meeting all degree requirements does not exempt a student from taking final exams.

A student who is on the graduation list leading up to commencement but who fails to complete and pass all courses required for degree completion may petition the Dean for permission to participate in commencement, consistent with the guidelines listed above, even though this will probably occur after the published deadline.