



OAKWOOD UNIVERSITY  
RECORDS OFFICE

## MEMORANDUM

**TO:** Prospective Graduates Spring 2013  
**FROM:** Shirley P. Scott, Director  
**DATE:** August 30, 2011  
**SUBJECT:** Application for Graduation Procedures - Spring Graduation 2013

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It's very exciting to look ahead to the future, especially when you are approaching a specific goal—Spring Graduation 2013. As we look forward to this occasion there are some very important guidelines to keep in mind in order to complete your senior year and become eligible to participate in *Graduation (May 11, 2013)*. The following steps are necessary:

1. Take and pass the *English Proficiency Exam prior to submitting application. Exam Dates: September 16, 2012, November 11, 2012 & January 20, 2013.* (Please see the English Department for specific instructions and payment.)
2. Pay Graduation Fee – *See Students Accounts Office (an additional \$40 fee to Graduate in absentia, \$35 extra for each additional degree)* – Fee(s) should be paid in the Students Accounts Office. See Purchasing Office for ordering Academic Regalia (Cap, tassel, hood, gown and Kente shawl). **Academic Regalia is required for participation in Graduation: May 11, 2013.**
3. Complete the top portion of the graduation application.
4. See your advisor for approval and complete your final year schedule.
5. Make sure the completed application has your signature and your department chair/advisor's signature (*Education majors* must attach their departmental check sheet before submitting to the Records Office. Failure to do so will delay evaluation of your application for graduation.).
6. Upon you have completion of this process your department chair will forward the application to the Records Office for evaluation and final notification. **Deadline: October 25, 2012 and Final Deadline: December 14, 2012 (No applications will be accepted after this date)**
7. **Results (Application for Graduation/Final Year Schedule-AFG/FYS):** Results will be forwarded to your Department (See Department Chair/Advisor).

**Please Note:** These steps must be taken before submitting your application to the Records Office. Failure to meet any one of these requirements will result in your application being returned to your department chair, a delay in evaluating your records and possibly delay in graduation. **No application for Spring Graduation 2013 will be accepted after December 14, 2012.**

We are here to serve you. Please assist us by adhering to the deadlines and following the above procedures.

*Education · Excellence · Eternity*

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