

Office of the University Registrar

Graduation Information

All students are required to complete a graduation application well in advance of their projected graduation date. Students should consult their college advising offices before submitting their application. Undergraduate students must obtain an application form from their college advising office. Graduate students can obtain an application form from Campus411 (MC116). Application deadlines are as follows:

Expected Graduating Semester Deadline for Graduates/Undergraduates Deadline for Law Students

Fall Semester	April 14	May 16
Spring Semester	September 9	September 15
Summer Semester	February 1	February 1

It takes ten to twelve weeks to complete initial processing of the application. When completed, you will receive a copy of the application with comments and adjustments noted. Please check it carefully for approval and/or adjustments. If you do not receive anything back after the ten to twelve week period, contact the Office of the University Registrar.

Graduate Applicants

Graduate students can pick up application forms from Campus411 (MC 116). You must have degree seeking status to be able to file your application.

Diplomas

Following a final audit of your academic record and verification of the successful completion of all degree requirements, the Office of the University Registrar will mail your diploma to the address on file with the University approximately four weeks following Commencement. You are strongly encouraged to verify the accuracy of your name and current mailing address through CampusNet. Please make any necessary address changes online. Your name will appear on your diploma and in the commencement program exactly as it is on the student database.

Diploma Name Policy

Your name and degree being received will appear on your diploma, on your official transcript and in the commencement program exactly as it is in the university's database. Please verify the accuracy of your name and degree/major/minor information on [CampusNet](#). If there is an error, name changes can be made by completing the [Change of Student Information form](#). Forms are available online at the University Registrar's [Downloadable Forms webpage](#).

CommencementThe [commencement ceremonies](#) will be held in May and December. In order to participate in the commencement ceremony, a student must have completed or be currently attending all courses necessary to satisfy degree requirements. If you finish your requirements during Summer semester or Fall semester, you are eligible to participate in the December [commencement](#) ceremony. Students finishing in the Spring semester are eligible to participate in the May [commencement](#) ceremony only. Any exception must be approved by the Dean of the College in which the student intends to graduate.

Mailing Address, Cleveland State University, Office of the University Registrar, Keith Building 1414, 2121 Euclid Avenue, Cleveland, OH 44115-2214