

Instructions

Complete this application for graduation if you have enough hours to be a prospective graduate and will finish your requirements during the current academic year.

1. Application Deadlines

If You Are Finishing:	The Recommended deadline is:
Fall Semester	July 1
Spring Semester	November 1
Summer Semester	January 15

2. Application Fee

The application fee is \$25.00. It must be in the form of a check or money order made payable to **Cleveland State University**.

3. Application Submission

Submit your payment and COMPLETED application form to:

By mail: Cleveland-Marshall College of Law Records Office
1801 Euclid Avenue, Room LB142, Cleveland Ohio 44115.

In person: Cleveland-Marshall College of Law Records Office, Room LB 142.

4. Completing the Form

- **Name**

Your name and degree being received will appear on your diploma, on your official transcript and in the commencement program exactly as it is on the university's student database. Please verify the accuracy of your name and degree on CampusNet. If there is an error, changes can be made by completing the Change of Student Information form available at www.csuohio.edu/registrar/forms/changeInfo.pdf.

- **Address, Phone, Email**

The contact information on the form is used only in the event that your contact information in the university's student database is incorrect or incomplete. Please verify the accuracy of your contact information on CampusNet. If there is an error, changes can be made on CampusNet or by completing the Change of Student Information form available at www.csuohio.edu/registrar/forms/changeInfo.pdf.

- **Signature**

You must sign and date the form.

5. Application Processing

As soon as your completed application form and fee have been received in the Records Office, we will process it and forward it to the Office of the University Registrar to have your diploma ordered. When checking the status of your application or if you have questions regarding your application for graduation, please call the Law Student Records Office at 216-687-2289.

6. Commencement

The Commencement ceremony will be held in May. If you finish your requirements Fall, Spring or Summer Semester, you are eligible to participate in the May Commencement ceremony.

7. Diploma Distribution

Diplomas are mailed approximately two (2) months after the end of each semester. Any outstanding financial obligations to Cleveland State University (e.g. parking or library fines) must be resolved with the Office of the Treasury Services before a diploma or official transcript of your academic record can be released.

Personal Information

Name: _____ CSU ID: _____

Note: the name displayed on your diploma will be the official name recorded in the University's student database

Street Address: _____ Phone (Home): _____

City: _____ State: _____ Zip: _____ Phone (Cell/Other): _____

Email: _____

Degree Information (check one only)

Juris of Doctor

Master of Laws *Title of Dissertation:* _____

Graduating Semester and Year (check box and enter year)

Fall 20_____

Spring 20_____

Summer 20_____

Signature: _____ **Date:** _____

Office Use Only

Residency: _____	_____ Contracts	_____ Third Semester Legal Writing
GPA: _____	_____ Torts	<i>Title:</i> _____
Hours Completed: _____	_____ Civil Procedure	_____ Skills
Hours in Progress: _____	_____ Criminal Law	<i>Title:</i> _____
Total Hours Required: _____	_____ Property	_____ Perspective
Requirements will be completed: _____	_____ Constitutional Law	<i>Title:</i> _____
	_____ Legal Research/Writing	_____ Ad Law/Comp
	_____ Legal Profession	<i>Title:</i> _____
	_____ Evidence	_____ ULWR
		<i>Title:</i> _____

Registrar's Approval

Date

Distribute copies to: Law Records Office (original)
University Registrar
Student