



OAKWOOD UNIVERSITY
Registrar's Office

MEMORANDUM

TO: Prospective Graduates Spring 2018
FROM: Tracy Moore, Registrar
DATE: November 9, 2018
SUBJECT: **Application for Graduation Procedures - Spring Graduation 2018**

It's very exciting to look ahead to the future, especially when you are approaching a specific goal—Spring Graduation 2018. 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 12, 2018)*. The following steps are necessary:

1. Take and pass the *English Proficiency Exam prior to submitting application*.
Exam Dates: September 10, 2017.
(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 Campus Bookstore for ordering Academic Regalia (Cap, tassel, hood, gown and Kente shawl). **Academic Regalia is required for participation in Graduation: May 12, 2018.**
3. Complete the top portion of the Application for Graduation (AFG) and Final Year Schedule (FYS).
4. See your advisor for approval and complete your final year schedule. Submit to Department Chair.
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 the Department Chair submits to the AFG/FYS to Registrar's Office. Failure to do so will delay evaluation of your application for graduation).
6. Upon your completion of this process your department chair will forward the application to the Registrar's Office for evaluation and final notification. *Deadline: October 15, 2017*
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 your application is to the Registrar's 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 2018 will be accepted after December 10, 2017.*

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

GOD First!