

GRADUATION INSTRUCTIONS

1. You will need to make an appointment with a college advisor the semester prior to your intended graduation. This appointment will help to ensure that you have met all necessary requirements prior to applying for graduation.
2. Official audit signed by your faculty advisor needs to be on file before our office can clear you for graduation.
3. Any deviations from your check sheet must have a substitution waiver approved by the College Office. Your faculty advisor should send any substitutions with your junior audit to the College of Arts and Sciences in 205 Administration Building.
4. Apply for graduation online through MyBGSU.
5. Questions regarding graduation can be directed to the College of Arts and Sciences at 419-372-2015 or to the Office of Registration and Records at 419-372-8435.
6. Check the graduation website for dates and times of ceremonies plus ticket information. This page can be reached through MyBGSU by clicking on the Community tab and then Graduation/Commencement for your college.
7. Buy cap and gown at the University Bookstore or attend the Graduation Fair sponsored by the University.

***** All academic requirements must be completed in order to participate in the graduation ceremony.*****