



STUDENT GRADUATION HOLD REQUEST

Per University Academic Regulation 7.1: Degrees and certificates are conferred after the end of the term upon institutional verification that all requirements have been met. Students who wish to be notified before their credential is conferred must submit a graduation hold form to the Office of the Registrar before the end of their final term.

To prevent one's degree or certificate from being awarded after the end of the term, a student must complete this form and submit it to the Office of the Registrar before the end of the term. Students with an active graduation hold will not be awarded their credential for that term unless the hold is released (via student request) before the term's degree posting deadline. An active graduation hold will not prevent students who have applied to graduate for the term from being included in the appropriate Commencement Program (unless they have a Buckley Flag/directory hold in place). Please see related details about graduation holds before submitting this form to the Office of the Registrar:

- Graduation holds are only added and released upon request by the student.
- Graduation holds are term-specific and only in effect for the term indicated on the request form.
- Students with an active graduation hold will not have a degree or certificate awarded by OSU for the term indicated.
- Students may request a release of their graduation hold by contacting the Office of the Registrar (registrar@okstate.edu).
- Graduation holds will not prevent students from submitting a graduation application, appearing in the commencement program or participating in commencement ceremonies.
- Students who submit a graduation application by the published deadline will be listed in the commencement program (unless they have a Buckley Flag) and invited to participate in commencement ceremonies, even if they have requested a graduation hold for the term.
- Federal financial aid requirements stipulate that students who have met all requirements for their first bachelor's degree are no longer eligible for additional federal financial aid, regardless of whether or not the degree has been awarded. A graduation hold will not retain federal financial aid eligibility for students who have met all requirements for their first bachelor's degree and continue to enroll in coursework toward an additional credential.
- Per University Academic Regulation 3.2 and Graduate College Policy 7.0, time limits apply to all OSU degree program requirements. Students who were eligible to earn a degree within the specified time limit but prevented it from being awarded due to a self-imposed graduation hold will be subject to satisfying new degree requirements after the time limit expires.

Reason for Graduation Hold Request:

Student Name: _____ **Student ID:** _____
(Last, First, Middle)

Phone Number: _____ **Graduation Hold Effective Term:** _____
(This hold is only valid for the effective term indicated here.)

- I acknowledge that I have read and understand details included on this form related to requesting a graduation hold.
- I acknowledge that any credential(s) completed will not be conferred during the graduation hold effective term.
- I acknowledge that this graduation hold request is only valid for the graduation hold effective term indicated on this form.

Photo ID Requirement: OSU Student ID Driver's License Passport

Signature of Student: _____ Date: _____

Office Use Only	
Submit to University Registrar for processing	
Registrar Signature: _____	Date: _____