



# *MASTER*

## *Application Procedure for Awarding of Degree*

- 1. Complete the Application for Awarding of Degree**  
**PLEASE CLEARLY PRINT OR TYPE NAME AS IT IS TO APPEAR ON THE DIPLOMA AND IN THE COMMENCEMENT PROGRAM.**  
This information is solely used for the Commencement Program and diploma. Report any changes **immediately** to the Registrar. Submitting a Change of Name/Address Form with the Registrar's Office will NOT automatically update the Commencement Program.
- 2. Submit the application and cap & gown order to the Registrar's Office.**  
Applications may be submitted via fax to 740-245-7445, e-mailed to [records@rio.edu](mailto:records@rio.edu), or in person in the Reardon One-Stop. Rio Grande's commencement ceremony is held annually in the spring. **Late applications are subject to refusal.**  
**CHECK THE RIO CALENDAR FOR DATES!**
- 3. Graduation Fee.**  
**The graduation fee is non-refundable and is due regardless of ceremony participation.** If degree requirements are not completed as scheduled, a new application and fee must be submitted for the next commencement ceremony. Several payment options are available; contact the Business Office at 740-245-7226 or [businessoffice@rio.edu](mailto:businessoffice@rio.edu) for more information. Please consult the current "Tuition and Fees" listing on the Business Office website at: <http://www.rio.edu/business-office/Tuition-and-Fees.cfm> for fee schedule.
- 4. Commencement Ceremony Participation.**  
**Participation is a graduation requirement.** If absence is unavoidable, **permission must be requested** in writing to the Registrar, Tami Sheets via mail: Attn: Tami Sheets, University of Rio Grande, Registrar's Office, P O Box 500, Rio Grande, OH 45674 or via e-mail: [tsheets@rio.edu](mailto:tsheets@rio.edu)
- 5. Participation as a "summer" graduate (walking prior to completion of requirements).**  
In order to "walk" in the ceremony but complete academic work during the summer, all coursework must be completed by the end of the second summer session with the ending date as published in the Rio calendar. Final honors will appear on the transcript after the posting of summer grades.  
  
In addition, there must be no more than 12 semester hours to complete. **MARK THE FORM SUMMER.**
- 6. GRANDE FINALE & CAREER FAIR**  
Grande Finale, which is held in March, is the final opportunity to confirm the accuracy of commencement information; receive financial aid exit counseling; confirm account status; and speak with an alumni representative. For information regarding Grande Finale, please contact Sherri Jarrell at [sjarrell@rio.edu](mailto:sjarrell@rio.edu) or 740-245-7368.  
The Career Fair is also held during Spring Semester. For additional information regarding the Career Fair, contact Susan Haft at 740-245-7276.
- 7. Seeking employment? Make an appointment with the New Student Advising Office, Testing & Career Services.**  
The New Student Advising, Testing & Career Services Office offers services such as resume assistance, mock interviews, and registration on College Central Network, Rio's online job board. The office also hosts the annual Rio Career Fair, and the Teacher Recruitment Consortium both of which are held in the spring. Please stop by Rhodes Center, Room 115.
- 8. Caps and gowns will be available for pick up the week of commencement, as well as prior to the ceremony in the Rio Bookstore.** Caps and gowns not claimed within two weeks following the ceremony will be forfeited.

Diplomas are not distributed during the ceremony. A notice will be inside the folder with information regarding distribution dates.



**MASTER OF EDUCATION**  
**Application for Awarding of Degree**  
PLEASE PRINT LEGIBLY OR TYPE

**Commencement Date: Saturday, May 2, 2020**

**Application Deadlines: Fall Grad – May 31                      Spring & Summer Grad – October 31**

Name: \_\_\_\_\_  
 (EXACTLY as it should APPEAR on the Diploma and Commencement Program)

Student ID#: \_\_\_\_\_ Last 4 of SS#: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address to mail diploma: \_\_\_\_\_  
 if unable to pick up \_\_\_\_\_  
 \_\_\_\_\_

Degree for which you are making application: (Please check one)

- Intervention Specialist: Mild/Moderate (MEd) \_\_\_\_\_
- Intervention Specialist: Early Childhood (MEd) \_\_\_\_\_
- Educational Leadership (MEd): \_\_\_\_\_
- Athletic Coaching Leadership (MEd): \_\_\_\_\_
- Integrated Arts (MEd): \_\_\_\_\_

Term and year of degree completion: (Please check one)

- Summer Semester 2019 \_\_\_\_\_
- Fall Semester 2019 \_\_\_\_\_
- Spring Semester 2020 \_\_\_\_\_
- Summer Semester 2020 \_\_\_\_\_

All students are required to participate in the commencement ceremony. In order to be excused, submit a request to the Registrar's Office, Attn: Tami Sheets. Email: [tsheets@rio.edu](mailto:tsheets@rio.edu)  
 Office: Florence Evans Hall, Room 133.

Ceremony participation? YES \_\_\_\_\_ NO \_\_\_\_\_  
 Military/Veteran (honorable discharge) YES \_\_\_\_\_ NO \_\_\_\_\_  
 Full-time employee/family member of Rio? YES \_\_\_\_\_ NO \_\_\_\_\_  
 (If yes, to whom and relationship) \_\_\_\_\_

**NOTE:** Do you or a family member have need of special health or physical consideration in order to participate in the ceremony? CIRCLE Yes or No. We would like to assure your ability to have an enjoyable commencement with your friends and family. If possible, please attach a brief explanation.

In order to participate in Spring Commencement but finish course work in the summer term, you must have no more than 12 hours to complete your degree.

X \_\_\_\_\_  
 STUDENT SIGNATURE DATE

FEE REQUIRED: \$135\* Self-pay:  Add to Account:

\*The University reserves the right to change the fee as necessary. Payment must be submitted by March 31<sup>st</sup>.



**CAP, GOWN, and TASSEL ORDER FORM – BDG STYLE**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**School Name:** University of Rio Grande, Rio Grande, OH 45674

**Degree Type:** Master of Education:  X

**Gender:** Male \_\_\_\_\_ Female \_\_\_\_\_

**Cap Size:** Regular: \_\_\_\_\_ XL: \_\_\_\_\_

**GOWN MEASUREMENTS:** accurate measurements ensure proper gown size:

**Weight (pounds)** \_\_\_\_\_ **Height (feet and inches)** \_\_\_\_\_

**Cap-Gown-Tassel (Basic Graduation Outfit):**  1

**Degree Color Hood for Master student:**  1

**Return completed form and Application for Awarding of the Degree to the Registrar's Office in person to the Reardon One-Stop, Florence Evans Hall, or mail to: PO Box 500, Rio Grande, OH 45674, or FAX to (740) 245-7445 or via e-mail at records@rio.edu.**