

Graduation Application

Frequently Asked Questions

GRADUATION APPLICATION

My application isn't showing the correct major. What should I do? Do not complete the application.

- If your major or catalog is incorrect, contact your academic advisor and request a Change of Major. Once updates have been made, you may return and complete your application.
- If your major is correct but you would like to apply to graduate with a different major, complete the Alternative Graduation Application located on the Registrar's Office webpage.

Can I apply to graduate for more than one major? Yes! If you have applied to graduate and would like to apply again for an additional major, complete the Alternative Graduation Application, located on the Registrar's Office webpage.

What is the deadline for submitting a graduation application? To be considered for inclusion in the Commencement Ceremony program, applications must be submitted no later than the established program deadline; however, the application will remain available through the last day of the graduation term.

If I change my address on the application, will it change my permanent address on file? The address entered on your Graduation Application is only used for graduation communications and for mailing your diploma. To change the home or permanent mailing address on your student record, you must submit a *Change of Contact Information* form, located on the Registrar's Office webpage.

Can I save my application and finish it later? No. Once you begin, you must complete and submit your application in its entirety. Exiting the application before submitting will result in the loss of progress and the application must be restarted.

Can I make changes to my application after it has been submitted? Once you have submitted your application, you will not be able to make direct changes on your application. If changes are needed, contact the Registrar's Office as soon as possible.

What if I miss the submission deadline? Students who miss the submission deadline may apply to graduate the following semester.

I've submitted my application, now what? The Registrar's Office will review your application and perform an audit, comparing your academic progress with your program requirements. A letter containing the audit results will be mailed to the address provided on your application. If eligible, Commencement information will also be included.

COMMENCEMENT

Graduation vs. Commencement Graduation refers to the successful completion of all program requirements and degree conferral. Commencement, however, is the voluntary celebration and recognition of academic accomplishments.

Commencement Ceremonies Commencement ceremonies are held in December and April/May each year.

- If degree requirements will be completed in the fall term, students will participate in the fall ceremony.
- If degree requirements will be completed in the spring or summer term, students will participate in the spring ceremony.

Commencement Participation for Students Earning Multiple Degrees Students are only permitted to walk across the stage for recognition once per ceremony.

- If a student is earning multiple degrees from different colleges, they may choose which college they wish to walk with during the ceremony.
- If a student is earning multiple degrees at different levels (i.e. an associate degree and a baccalaureate degree), they will walk with and be recognized for the higher degree.

Can I walk in the Commencement Ceremony if I don't submit a graduation application? Only students who have submitted a Graduation Application and are determined as eligible by the Registrar's Office may participate in the Commencement Ceremony.

Who is eligible to walk in Commencement? Only students who have submitted a graduation application and have been reviewed and deemed eligible by the Registrar's Office may walk in the ceremony.

Will my name be printed in the Commencement Ceremony program? To be considered for inclusion in the Commencement Ceremony program, students must meet two criteria:

1. Submit your Graduation Application by the established program deadline
2. Receive approval from the Registrar's Office

Do I need to RSVP to attend Commencement? Commencement participation is optional, and an RSVP is not required in order to participate in the Vincennes Campus Commencement ceremony; however, some campuses do require an RSVP:

- Jasper Campus
- Military Sites

*Please note: the RSVP section of the Graduation Application is not an official RSVP.

DIPLOMA INFORMATION

How do I change the name printed on my diploma? Only a student's legal name, or variation thereof, will be printed on the diploma. Students will be given the opportunity to edit their middle name and suffix while completing the application. Changes made to first and last names must be made by submitting a *Change of Legal Name/Legal Gender* form, located on the Registrar's Office webpage, and sending it, along with appropriate documentation, to the Registrar's Office.

How do I change my diploma mailing address? Students will be given the opportunity to edit or change their diploma mailing address while completing the application. If a change is needed after your application has been submitted, contact the Registrar's Office as soon as possible.

Will I get my diploma at Commencement? Students who choose to walk in the Commencement Ceremony will not receive a diploma but will receive a diploma cover. Confirmation of degree completion will only occur after all final grades have been posted and final degree audits have been completed by the Registrar's Office.

When will I receive my diploma? Graduates can expect to receive their diploma approximately 6-8 weeks after the end of the term.