



# Checklist for Graduation

## **You are ready to graduate if you have:**

1. Successfully completed all courses within your program certification requirements with a minimum GPA of 2.0.
2. Successfully earned the required number of credits.
3. Completed at least 15 degree credits as a regular student of Ivy Tech. These credits may not be earned through test-out or other means of advanced placement.
4. Satisfied all financial obligations due to the College.
5. Satisfied program accreditation standards that may have additional requirements.
6. Completed exit counseling (if you have a student loan). Check with your Financial Aid Office for more details.

## **The First Step**

All graduating students, whether or not they plan to participate in the graduation ceremony, must complete the Application for Graduation available in the Student Affairs Office at each campus. The application initiates the graduation process. The completed form should be returned to the Student Affairs Office.

Students wishing to use Ivy Tech's career services in finding a job may contact Career Services at each campus or e-mail: [careerservices.eastcentral@lists.ivytech.edu](mailto:careerservices.eastcentral@lists.ivytech.edu). Additional services for resumes, cover letters, interview practice and job searches can be found at [ivytech.edu](http://ivytech.edu). (click the Job Zone link). Login using your Campus Connect information.

## **Caps and Gowns**

You may purchase caps and gowns in the campus bookstores or at Gradfest. Gradfest is scheduled for Thursday, March 31 (Muncie campus);

Tuesday, March 29 (Anderson campus); and Wednesday, March 30 (Marion campus). All Gradfests are scheduled for 10 am to 1 pm. Students should plan to attend Gradfest. Check Campus Connect for more information.

Cap, gown and tassel packages cost \$27 plus tax. Extra tassels are \$4.25 each. Costs must be paid when you place an order. Once cap and gown packages are opened, they are non-returnable. Please make sure you provide correct height and weight information for proper sizing.

Personalized announcements may be ordered online through Herff Jones website at [www.herffjones.com/college/graduation](http://www.herffjones.com/college/graduation). Several packages are available and information can be obtained at Gradfest or campus bookstores.