Commencement FAQ

1. **How do I get on the Commencement Program Name List?**

All potential graduates (Associate Degrees and Technical Certificates) within an academic year must complete a Graduation Request online through their Campus Connect accounts.

   Fall 2014 anticipated graduates will attend the Winter 2014 Commencement Ceremony. **For those desiring to participate in Winter Commencement, the application must be submitted by November 1 for the graduate's name to appear in the Commencement program.**

   Spring 2015 and Summer 2015 anticipated graduates will attend the Spring 2015 Commencement Ceremony. **For those desiring to participate in Commencement, the application must be submitted by March 15 for the graduate's name to appear in the Commencement program.**

   Paper Graduation Request Forms are also available in the Office of the Registrar at Lawrence or the Express Enrollment Center at the North Meridian Campus.

2. **Are tickets/guest passes required?**

   All guests must have a ticket/pass in order to attend the Commencement Ceremony and this includes children who may be sitting on an adult's lap. Graduates will be able to pick up these tickets and will be emailed when they are available.

3. **How do I know if I have met all my degree requirements?**

   The procedure for processing Graduation Requests is a manual process that is completed by various departments within the College. This process is listed below to provide you an understanding of how approval is determined for each Graduation Request.

   **YOU SHOULD ALLOW A MINIMUM OF EIGHT TO TEN WEEKS AFTER COMPLETION OF YOUR FINAL TERM (OR SUBMISSION OF REQUEST IF AFTER THE TERM) FOR PROCESSING TO BE FINALIZED.**

   1. **Student submits a Graduation Request** indicating an anticipated term of completion. The Graduation Request is received in the Registrar's Office.

   2. **Certifying degrees happens once ALL the grades are posted for those students who have taken courses that semester.**
3. **Graduation Certification lists are created and sent to your Program Chair**, who will review your record to determine if you have met all degree requirements. The process is repeated with the Dean of your school and the Vice Chancellor of Academics.

4. **The Graduation Certification list will be returned to the Registrar’s Office** and we will send you a confirmation E-mail, **through your Ivy Tech E-mail account** letting you know if your degree has been awarded or if you are missing degree requirements per your Program Chair.

5. **Once your degree is officially awarded**, you will receive your diploma within 45 days of receiving your confirmation email. (Per College policy, a diploma will not be released if a balance remains on the student’s account.)

If you have any questions regarding your program completion, it is highly recommended that you contact your Program Chair now to assure requirements have been met during your final term of enrollment.

4. Can a student participate in Commencement even if they are a few credits short?

For the Winter 2014 Commencement Ceremony, only those students finishing their degree requirements in Fall 2014 may participate.

For the Spring 2015 Commencement Ceremony, students working towards completing their degree requirements during the Spring 2015 or Summer 2015 semester are eligible to walk through the Spring Commencement Ceremony.

5. Who is eligible for academic honors?

The College recognizes three levels of honors for graduating students, based upon cumulative Grade Point Average:

- 4.00 Summa Cum Laude
- 3.75-3.99 Magna Cum Laude
- 3.50-3.74 Cum Laude

Calculation of academic honors, if listed for publication in the graduation ceremony program, will be as of the semester prior to graduation. Honors recorded on the transcript will include the graduation term in the calculation.

6. What if a potential graduate has holds on their account?

Graduates will not receive their diploma or official transcript if they have a hold for any of the following reasons:
• Unpaid fines or fees - All outstanding debts, to any campus office, must be paid before a graduate's diploma or official transcript can be released. It is the responsibility of the potential graduate to check on their Campus Connect account for an existing hold that would prohibit them from receiving their diploma.

**Please make every effort to resolve any hold issues before the end of your anticipated completion semester.**

7. **How do I order my cap/gown for the Commencement Ceremony?**

All graduates wishing to purchase regalia (cap/gown) for the commencement ceremony need to place an order with the Bookstore at either the Lawrence or North Meridian Center Campuses. All graduates will be informed from the Bookstore when regalia have arrived on campus for pickup. Attendees who need to have their regalia mailed to them must contact the Bookstore for assistance.

8. **When will students receive communication regarding Commencement?**

• Students are sent a confirmation email (to their Ivy Tech Email) showing receipt of their Graduation Request normally within two weeks of submission. This initial email will give the process/timeline of certifying degrees and basic information about the Commencement Ceremony.

• Students will receive several emails in **October, November and December for the Winter Commencement Ceremony** and **March, April and May for the Spring Commencement Ceremony**; to remind students about the ceremony, information about contacts for special seating and picking up tickets/guest passes.

• Students will also receive a variety of information through Blackboard.

• All Commencement information can also be found online at: [http://www.ivytech.edu/indianapolis/graduation.html](http://www.ivytech.edu/indianapolis/graduation.html)

Reminders about the Commencement Ceremony and requesting graduation are also displayed on a student’s Campus Connect account and on the televisions throughout campus.