The following guide is designed for all candidates for graduation from fall 2016, spring 2017 and summer 2017. Please read all aspects of this document and be sure to keep this publication for reference as you prepare for your graduation!
To graduate with a degree or certificate, the student must:

1. Attain a minimum grade point average of 2.00 in the required technical and general education courses;
2. Complete at least 15 degree credits in the curriculum as a regular student of Ivy Tech and not through test-out or other means of advanced placement;
3. Successfully complete the required number of credits;
4. Satisfy all financial obligations due to the College; and
5. Satisfy all program accreditation standards that may have additional requirements.

**NOTE:** If you are not sure if you meet all of the above requirements, it is highly recommended that you contact your faculty advisor and/or program chair before the end of your final term of enrollment.

Complete the following steps to ensure a seamless experience in applying for graduation at Ivy Tech!

**STEP 1: Application for Graduation!**

Each student entering the final semester prior to graduation must complete an Application for Graduation. You can apply online through MyIvy by following these easy steps:

1. Log into MyIvy
2. Click on Student link
3. Click on Student Dashboard
4. Find “New or Graduating Students” section on page
5. Click on Graduating Student
6. Click on Application for Graduation
7. Click on Term Selection, if a curriculum does not automatically display
8. Choose Term
9. Choose Curriculum

In the event that you are unable to complete the application online, a paper Application for Graduation is available in the Express Enrollment Center in Johnson Hall. The application MUST be returned to the Registrar’s Office for processing.

If you **DO NOT** plan to participate in the Commencement Ceremony, you must complete the application because it initiates the degree completion review process in the Registrar’s Office.

**STEP 2: Attend the Grad Fair! – Diploma Verification, Caps, Gowns, Announcements and More!**

Graduation apparel is available for order/purchase through the campus bookstore and at the Grad Fair event! During Grad Fair, you will verify your diploma information. After verification has been completed, you will receive a graduation attire voucher to take to the bookstore to purchase your graduation attire. This is the only way you can order/purchase your attire for graduation, so this step is very important!

The Grad Fair for the Richmond Region is scheduled for Tuesday, March 21, 2017 in Johnson Hall from 10:00am - 6:00pm. Graduates should plan to attend and stop by anytime during the event. Be sure to check your MyIvy announcements for more information about the Grad Fair, graduation and the Commencement ceremony.

Graduates must wear a black cap and gown to participate in Commencement. These must be purchased prior to the day of the ceremony. Cap, gown and tassel packages cost $36.00, plus tax. Extra tassels are $5.25 each. Prices are subject to change. Once the cap and gown packages are opened, they are non-returnable, so please make sure you provide the correct height and weight information for proper sizing.

When wearing your graduation attire, the mortar board (cap) is to be worn parallel to the ground with the tassel hanging from the front-right. Based upon the credential(s) you have earned, your tassel color should be as follows:

- **Associate Degree** – **GREEN** tassel
- **Technical Certificate** – **WHITE** tassel
- **Certificate** – **GRAY** tassel

If you are verified for an associate degree AND a certificate or technical certificate, your tassel should represent the higher credential.

Personalized announcements may be ordered online through the Herff Jones website at: [www.herffjones.com/college/ivytech](http://www.herffjones.com/college/ivytech)

Several packages are available and information can be obtained at the Grad Fair or in the campus bookstore.
Can't attend the Grad Fair event?

While it is important for candidates for graduation to attend the Grad Fair event, everyone may not be able to attend due to other obligations. In the event that you are unable to attend Grad Fair, you must call or visit the Registrar's Office in Johnson Hall to verify your diploma information and to receive instructions on how to purchase your graduation attire and to receive other pertinent information about graduation.

- Richmond/Connersville: Cynthia Angi at 765-966-2656, ext. 1225

STEP 3: *The Graduation Ceremony!

*This step is for all candidates for graduation who plan to participate in the Commencement ceremony.

Commencement will be at 1:30pm on Saturday, May 13, 2017 at the Tiernan Center at Richmond High School in Richmond, Indiana. The names of candidates for graduation will be announced and students will cross the stage to be recognized for their achievements. Family and friends are an important part of graduation day and are welcome to attend. Doors open at 1:00pm and there is no reserved seating.

Candidates for graduation should assemble at the Tiernan Center no later than 12:30pm on Saturday, May 13, 2017. The processional line will be assembled in the gym at approximately 1:00pm so please do not leave the area after this process has been finalized.

Be sure to leave all valuables, INCLUDING purses with friends and family prior to the 12:30pm line-up.

NOTE: If you did not attend Grad Fair, but you still plan to participate in the graduation ceremony, you must let the Registrar's Office know by Friday, March 31, 2017. If you notify us after this date, your name will not be in the Commencement program.

STEP 4: ADDITIONAL INFORMATION YOU SHOULD KNOW!

What to Wear

- Commencement is a formal ceremony; business attire is appropriate. Men should wear a shirt, tie and dark shoes. Women should wear a dress, skirt or dress slacks with a blouse and appropriate shoes (low-heeled shoes recommended). Tennis shoes or flip-flops are not appropriate.

- Please be sure to have all wrinkles and creases removed from your graduation gown prior to your arrival to the ceremony. To do this, remove your gown from the packaging and hang it up (do not use a wire hanger). To remove the wrinkles and creases, hang your gown in a steamy room for several days.

- Your cap should NOT be decorated in any way.

- Corsages should not be worn during the ceremony.

Graduating with Honors

- Only honor students who participate in the ceremony will receive Ivy Tech honor cords. Cords are provided once your diploma information has been verified at the Grad Fair event or in the Registrar's Office.

- Phi Theta Kappa Members: You may wear the key honors stole, honor cord and/or key medallion from Phi Theta Kappa during commencement. You may choose to wear a PTK honors stole and/or the Ivy Tech honor cords. You may not wear the PTK gold tassel. College-approved PTK stoles are available for purchase through the national website of PTK at www.ptk.org. Check with your PTK advisor for additional information.

Photographs

- Ivy Tech believes in the success of each graduate and how it should be recognized appropriately. Friends and family should refrain from leaving their seat during the ceremony to take pictures. Please do not stand in the aisles or block the view of other audience members.

- GRADIMAGES will be in the hallway outside the auditorium one (1) hour before and after the ceremony to photograph you and any other individuals you choose, in front of a studio background. During the ceremony, you will be photographed receiving your diploma cover. If you choose to purchase photos, you must purchase them directly from GRADIMAGES.

- After the ceremony, graduates may pose for additional informal photos with family and friends.

Parking

- Parking is free and available adjacent to the Tiernan Center and Richmond High School.

Special Arrangements

- Students who need special accommodations should contact Cynthia Angi, Assistant Registrar, by Friday, April 21, 2017, by email at cangi@ivytech.edu or call 765-966-2656, ext. 1225.
THE DIPLOMA

Students participating in the Commencement ceremony will receive only their DIPLOMA COVER as names are announced. Your actual diploma will be mailed to the address placed on the application for graduation. A complimentary transcript release form will be mailed with your actual diploma and can be used once a degree or certificate has been officially awarded.

Review and Awarding of the Degree or Certificate

The procedure for processing applications for graduation and the review and awarding of degrees is a manual process coordinated by the Registrar’s Office in collaboration with academic departments at the College. You should allow a minimum of 8-10 weeks AFTER completion of your final term (or submission of request, if after the end of the term) for processing to be finalized.

Once your degree/certificate requirements are certified as complete, your degree will be officially awarded. You can view this notation on your transcript through MyIvy and you will receive your diploma in the mail within 30 days after your degree has been officially awarded.

Graduates should expect their diploma in the mail as follows:

- Fall Graduates – No later than the end of March
- Spring Graduates – No later than the end of July
- Summer Graduates – No later than the end of October

Per College policy, a diploma will not be released if a balance remains on the student’s account.

Questions about your Degree or Certificate?

If you have any questions regarding your program completion before or after your final term of enrollment, it is highly recommended that you contact your faculty advisor or Program Chair.

If you have not received your diploma or communication from the Registrar’s Office regarding your credential by the timeframe identified, do not hesitate to contact Cynthia Angi, Assistant Registrar, at 765-966-2656, ext. 1225.

DO YOU HAVE GENERAL QUESTIONS ABOUT GRADUATION OR COMMENCEMENT?

We are excited about your accomplishment and happy to answer any questions you may have about the Grad Fair, graduation or commencement. Contact the following staff member for assistance in the Richmond Region:

- Cynthia Angi, Assistant Registrar, 765-966-2656, ext. 1225