



Important Information About Graduation

Based upon questions many students have asked about graduation procedures, below is a list of important information. Take a few minutes and read ALL of the information, giving special attention to what concerns you in particular. Your cooperation now can do much to prevent disappointment later.

If you have any further questions or need more detailed information, please feel free to contact the Registrar's Office at (815) 836-5217. Hopefully, you will hear the news, "Congratulations! You've made it!"

Application Any student whose record indicates s/he is within one semester of graduation must complete an application form to let the Registrar's Office know when s/he is ready to graduate.

Application Deadline Due to the early ordering of diplomas, the application for graduation must be completed according to the following deadline:

<u>Graduation</u>	<u>Application Deadline</u>
May	1st day of Spring Term
August	1st day of Summer Term
December	1st day of Fall Term

Evaluation After the deadline date your record will be evaluated. After the evaluation is completed you will receive a letter from the Registrar's Office. This letter will state either that:

1. You have met all the requirements for graduation contingent upon the successful completion of any courses you might be enrolled for the current term; **or**,
2. You are missing certain requirements which will be listed in the letter.

Letter #2 does not necessarily mean that you will not graduate. It does indicate that according to our records, you are missing requirements. Your record may be inaccurate or incomplete, and you will need to follow up with us, or your advisor, to correct it.

Important → **The official statement of your eligibility to graduate will come from the Registrar's Office!**

Verification & Transcripts All transcripts (official) from other colleges you have attended must be in your folder, as well as verification of credit by examination, or credit for life experience. If you took courses from another school while you were attending Lewis (e.g. summer courses), don't forget that a permission slip to do so is required before credits can be transferred.

Waivers or Substitutions Any waivers or substitutions for required courses must be on file; verbal comment is not documented fact! Get it in writing, and be sure it is in writing in your folder. If you have taken an independent study, the title or content of that study should be defined, especially if it is to take the place of another course. It is your responsibility to procure all these documents if you have not done so already. Please allow yourself time to get them from other institutions or from instructors.

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Incompletes	All incompletes from prior semesters must be made up six weeks into the new semester.
Transfer Courses; Credit by Exam, Life Experience	If you have your dean's permission to take a course at another school during your final semester, be aware that the transcript must be in the Registrar's Office one week before finals week to become a part of your official record. Be sure you can meet this deadline before registering for any course outside Lewis during your last semester. If you are earning credit by examination or life experience this semester, the results must be in the Registrar's Office no later than five weeks into your final semester.
Transcript Changes	It is important to understand that your record becomes permanent upon graduation. Nothing is added, deleted, or changed after the graduation date.
Your Diploma	The diploma you receive from Lewis University will designate the degree you earned, the date conferred, and the place of graduation. Your major(s) is not listed. The diploma will be signed by the president of the university and the dean of your college.
Honors	Undergraduate graduating students with a Lewis grade point average of 3.500 to 3.749 will graduate with honors. Those with a Lewis grade point average of 3.750 to 3.899 will graduate with high honors. Those with a Lewis grade point average of 3.900 to 4.000 will graduate with highest honors. In all cases, a recipient must have earned a minimum of 56 hours at Lewis to qualify; this does not include credits earned by exam or life experience. Honors at graduation will be indicated on the student's diploma and transcript. Honors designation does not apply for graduate, associate, and certificate students.
Fees	The graduation fee will be billed to your account. The fee for undergraduate students is \$115; for graduate students \$145. It is required of all graduates whether or not you participate in the commencement ceremony. University policy requires that ALL financial obligations be paid before a diploma can be issued, a transcript sent, or a student can participate in commencement ceremonies.
Cap & Gown	Your fee includes your cap and gown. These will be shipped directly to you. Ordering information will be mailed to you at mid-semester.
Address Change	If you move during your last semester, you should notify the Registrar's Office and complete a "Change of Address" form; please call attention to the fact that you are a candidate for a degree.
Withdrawing an Application	If our records are accurate and you are ineligible to graduate, or if during the semester you drop a required course, or if for any other reason you find that you will not graduate on the date you designated, please contact the Registrar's Office and withdraw your application. You must re-apply for a future date as your application is not carried over automatically to the next graduation date.