



Graduation Processing & Policy August 2023 Degree Candidates

The Office of the Registrar is responsible for the review, certification, and maintenance of academic records for all Lewis graduates.

Graduation—degree conferral—is the official process of degree certification that is noted on your transcript and diploma. The below information includes your graduation processing schedule and relevant University policy.

Your campus ceremonies will take place in December 2023. Our office will coordinate details and resources regarding upcoming events that include graduation, cap & gown, ceremony, and diploma.

Communications—use of your **Lewis student email** is required

- Electronic communications comply with our Office of Technology policy and are directed to your **Lewis student email address**. Messages continue through Fall 2023, so please check for emails from the Office of the Registrar.
- For graduates, the diploma will be mailed through the United States Postal Service (USPS) **only** to the address specified on your graduation application. We are unable to mail the diploma to an international address. If changes are made, you must update the address in your portal AND send an email to registrar@lewisu.edu notifying us.

Graduation Eligibility & Degree Works (DW)—check your DW; direct questions to your advisor or chair

- Maintaining graduation candidacy, and degree certification, directly relate to your **DW** audit found in your *myLewis* portal under **Resources – Records and Registration – Degree Works**. Every section and requirement must show as being fulfilled, and any deficiencies will prevent degree certification. Questions and concerns should be directed to your advisor or program/college administrator. If you will not meet degree requirements this term, you may withdraw your application through registrar@lewisu.edu.

Diploma Name

Lewis University will use the legal name on file for the diploma name and commencement booklet. If you need to make changes to your legal name, please email registrar@lewisu.edu with the Change of Name form and submit documentation to have your name updated. If you have a preferred first name, please email registrar@lewisu.edu regarding the preferred name process. All changes should be submitted prior by **August 17, 2023**. Any request submitted after **August 17, 2023** may not be reflected on commencement material or the diploma.

Important University Policy

•Graduation Status in Degree Works (DW)

◇ 'Applied—review with advisor' shows the initial Graduation Status when you apply, and reminds you to meet with your advisor to confirm that degree requirements will be met this semester. All DW audit requirements should show as clear; any deficiencies must be resolved with your advisor or program administrator.

◇ Prior to the degree conferral date, the Office of the Registrar will assess each record, and the graduation status will be updated. All candidates must have a DW graduation status of 'Clear Except Final Grades' or 'Cleared for Graduation' by **August 17** to maintain candidacy, have ceremony eligibility and have your name printed in the commencement booklet.

➤ Candidates with clear graduation status

ALL requirements listed within your audit must be fulfilled by the end of the Summer 2023 semester. If you make any changes to your registration after your initial audit is conducted you should review with your advisor on how these changes could impact your eligibility for graduation.

➤ Candidates without clearance

Missing requirements identified in your Degree Works audit—such as prior incomplete grades, missing documents, Comprehensive Examination, etc.— **need to be resolved by August 17** to maintain graduation candidacy.

(Example)

Level	██████████	Classification	██████████	Major	██████████	Program	██████████	College	████████████████████
Academic Standing	██████████	Holds	██████████	Graduation Date	BA: 31-AUG-23	Graduation Status	Applied--review with advisor		
Advisor	████████████████████								

•Final grades—Incomplete (I) grades are NOT allowed in Summer 2023 term

◇ Incomplete (I) grades are NOT allowed in Summer 2023 (SU2023) semester. Degree certification will not occur with any incomplete 'I' grades. ALL requirements in your Degree Works audit must be fulfilled by the end of the Summer 2023 semester.

◇ Previous semester Incomplete (I) grades not changed by August 17 will prevent graduation eligibility.

◇ Final grades are due by August 29. In addition to final grades, ALL requirements in your Degree Works audit must be fulfilled by the end of the Summer 2023 semester.

•Bachelor degree candidates—128 minimum hours, University Honors policy

◇ After final grades are posted, your transcript must show a completion of at least 128 credit hours. If you are repeating a course in the graduating semester for which you have received prior passing credit, such as a D, you cannot count the additional hours as only the most recent is counted—credit can only be given once for the course. The full policy on Repeated Courses may be found though—*Lewis University online Catalog 2022-2023 > General Information > Grading*.

◇ **Graduation Honors.** Bachelor degree recipients are eligible to graduate with honors if they have achieved cumulative grade point averages as follows: 3.500 - 3.749 with cum laude; 3.750 - 3.899 with magna cum laude; 3.900 - 4.000 with summa cum laude. Honors at graduation are indicated on both the student's diploma and transcript. At the commencement ceremony, students are draped with an honor cord. Honors designations do not apply to graduate, associate, or certificate students. To qualify, a recipient must have earned a minimum of 56 hours at Lewis, not including credits earned by exam or prior learning assessment. (*Lewis University online Catalog 2022-2023 > General Information > Graduation*). An honor designation noted at the commencement ceremony may not be the same on the final and permanent record.

•**Transcript**—no changes are made to the transcript after graduation/degree certification

The official graduation date is August 31, 2023, and a student's record becomes permanent upon graduation. Nothing is added, deleted, or changed on the student's transcript after degree certification.

•**Financial policies**—zero balance

Lewis University policy requires that a student account must be clear before a diploma is issued or tickets are available for the ceremony. You may check your account balance through your myLewis portal – STUDENT ACCOUNT.

August 2023 Processing Calendar

July Graduation processing and University policy information (this document) is sent to your Lewis student email. Graduation candidates are encouraged to meet with the Advisor to review their academic requirements.

Degree Works audits are conducted on applicants. Candidate records should be assessed and DW noted for degree readiness by the end of month. Academic questions and concerns should be directed to your advisor or program/college administrator.

August Degree Works audits are conducted on applicants, and those with a 'Graduation Status' clearance by **August 17** will maintain graduation candidacy.

September **Final Transcript Review, Degree Certification, Diploma**

A final transcript review for degree certification is conducted after Summer 2023 grades are recorded. This process should be completed by September 8, 2023. After certification, and for graduates with a zero balance, diplomas are USPS mailed to the address on the graduation application; typically, this is within 6-8 weeks after the conferral date of August 31, 2023. If your account clears later, you will need to contact the Office of the Registrar at registrar@lewisu.edu for your diploma.

Proof of Degree

The official record of graduation is a transcript released through the Office of the Registrar. If you are confident that your degree requirements will be met by Summer 2023 conclusion, you may order a transcript in advance and select 'hold for degree'; we will release it as soon as we certify your degree and after August 31, 2023. Transcript ordering details may be found via:<http://www.lewisu.edu/admissions/ordertranscripts.htm>.

October Information regarding ordering the retainable cap & gown, and ceremony, is emailed to the Lewis student email and will be on Lewis' Commencement webpage.

December August 2023 graduates are included in December 2023 ceremonies.

Friday, December 15

Evening Graduate Degree Ceremony

Time: 7:00p.m.

Colleges: Aviation, Science and Technology & Nursing and Health Sciences ONLY

Saturday, December 16

Morning Graduate Degree Ceremony

Time: 9:00a.m.

Colleges: Business & Education and Social Sciences ONLY

Afternoon Undergraduate Degree Ceremony

Time: 1:00p.m.

Colleges: Business, Education and Social Sciences, & Humanities, Fine Arts, and Communications ONLY

Evening Undergraduate Degree Ceremony

Time: 5:00p.m.

Colleges: Aviation, Science and Technology & Nursing and Health Sciences ONLY

You have our very best wishes as you complete your degree!

The Office of the Registrar

*August 2023 Graduation
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