



Graduation Processing & Policy December 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 Spring 2024, 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 from your Lewis student email. You can choose to have your diploma mailed to the Office of the Registrar. You will need to email registrar@lewisu.edu from your Lewis student email. All address changes are due by **December 22, 2023**.

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 **November 16, 2023**. Any request submitted after **November 16, 2023** may not be reflected on commencement material or the diploma.

Important University Policy

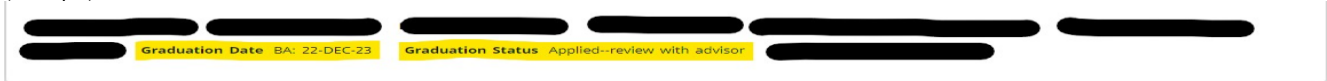
•Graduation Status in Degree Works (DW)

◇ ‘*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 **November 16** 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 Fall 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 November 16** to maintain graduation candidacy.

(Example)



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

◇ Incomplete (I) grades are NOT allowed in Fall 2023 (FA2023) 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 Fall 2023 semester.

◇ Previous semester Incomplete (I) grades not changed by November 16 will prevent graduation eligibility.

◇ Final grades are due by December 19. In addition to final grades, ALL requirements in your Degree Works audit must be fulfilled by the end of the Fall 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 2023-2024 > 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 2023-2024 > 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 December 22, 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.

December 2023 Processing Calendar

October 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.

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

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.

November Degree Works audits are conducted on applicants, and those with a 'Graduation Status' clearance by **November 16** will maintain graduation candidacy and have ceremony eligibility.

Deadline to order retainable cap & gown is November 10th.

December **Ceremonies:** Please review the below information carefully for the degree ceremony schedules. Candidates can view their college and level in their Degree Works. Please see example below on where candidates can find this information in their Degree Works.

Graduation candidates can only attend the ceremony related to their level and college. Double majors will attend their priority major ceremony.

(Example)



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

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

A final transcript review for degree certification is conducted after Fall 2023 grades are recorded. This process should be completed by January 12, 2024. 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 December 22, 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 Fall 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 December 22, 2023. Transcript ordering details may be found via: <http://www.lewisu.edu/admissions/ordertranscripts.htm>.

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

The Office of the Registrar