



## Graduation Processing & Policy December Graduation 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, diploma, gown, cap & gown, ceremony, and diploma.

Communications—u

\_\_\_\_\_ se of your Lewis student email is required

Electronic communications comply with our Office of Technology policy and are directed to Lewis student email address. Messages continue through Fall 2024, so please check for email from the Office of the Registrar.

For graduates, the diploma will be mailed through the United States Postal Service (USPS) to the address specified on your graduation application. We are unable to mail the diploma to an international address. If address changes are made, you must update the address in your portal AND send an email to registrar@lewisu.edu with your Lewis student email. You can choose to have your diploma mailed to the Office of the Registrar. All address changes are due November 14, 2024.

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 Lewis portal under 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](mailto:registrar@lewisu.edu)

### Diploma Name

Lewis University will use the 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](mailto:registrar@lewisu.edu) with the Change of Name form and supporting documentation to have your name updated. If you have a preferred first name, please email [registrar@lewisu.edu](mailto:registrar@lewisu.edu) regarding the preferred name process. All changes should be submitted prior to November 14. Any requests submitted after November 14, 2024 may not be reflected on 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. 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. The initial audits will be completed by November 14. All candidates must have a

Missing requirements identified in your Degree Works audit—such as prior incomplete grades, missing documents, etc. need to be resolved by November 1<sup>st</sup> to maintain graduation candidacy. If you have a “No Degree Ready” status you will want to contact your Advisor to assist in reviewing the outstanding requirements.

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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 advisor or program/college administrator.

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