GRADUATION (Degree Completion) QUESTIONS & ANSWERS

1. **How many credit hours do I need to graduate?**

   You must have a minimum of

   - 120 credit hours to graduate with a Bachelor’s degree from IU East
     - 30 hours at IU East
   - 36 credit hours to graduate with a Master’s degree from IU East
     - 18 hours at IU East
   - 12-18 credit hours to graduate with a Certificate from IU East depending on the program (see your advisor for details)
     - All hours at IU East

2. **I am close or have finished my degree requirements, what do I do now?**

   You must apply to graduate from any of the degree programs at IU East. You may find the appropriate application for graduation on our website at: [http://www.iue.edu/registrar/graduation_information.php#graduationapplication](http://www.iue.edu/registrar/graduation_information.php#graduationapplication). Work with your Academic Advisor and/or Degree Auditor to complete the application and submit it to the Office of Student Records.

3. **What does “applying for graduation” mean exactly?**

   For your degree to be “awarded” (conferred), there are requirements that must be met first. In order for the Office of Student Records to know you are completing or have completed those requirements you must notify us. You notify us by completing the application for graduation signed by your Degree Auditor. Once we have your completed application, a review (audit) of your student record will be processed. You may find the application at: [http://www.iue.edu/registrar/graduation_information.php#graduationapplication](http://www.iue.edu/registrar/graduation_information.php#graduationapplication).

4. **Will my degree automatically reflect on my transcript?**

   Once you have finished all your degree requirements, and a final audit of your record has been completed by your Degree Auditor and the Office of Student Records, your degree will be posted to your record (your degree will be “conferred”). You must first apply to graduate from any of the degree programs at IU East so we know to audit your student record and verify that all the requirements have been completed. You may find the appropriate application for graduation on our website at: [http://www.iue.edu/registrar/graduation_information.php#graduationapplication](http://www.iue.edu/registrar/graduation_information.php#graduationapplication).
5. Who is my “Degree Auditor”?

A list of current Auditors and their contact information may be found at [http://www.iue.edu/registrar/graduation_information.php#degreeauditors](http://www.iue.edu/registrar/graduation_information.php#degreeauditors).

6. When should I apply for graduation? Is there a deadline?

*Submitting your application for graduation at least the semester prior to your anticipated completion is required.*

The deadlines to apply for graduation for are:

- May candidates – November 1st of the previous year
- June candidates – November 1st of the previous year
- August candidates – November 1st of the previous year
- December candidates – April 15th of the current year

7. May I turn in my graduation application early?

*You may submit your application for graduation as soon as you know you will have all your degree requirements fulfilled. However, your signature is only valid for 12 months.*

8. I missed the deadline to apply for graduation, now what do I do?

*If you have questions about the deadline to apply for graduation contact the Graduation Specialist in the Office of Student Records. If you have missed the deadline to apply for graduation you may need to apply for the next available graduation date. (May, June 30th, August, December).*

9. I’ve submitted my application to my auditor, what happens now?

*Once you have submitted your completed signed application to your degree auditor, he or she will review your record to confirm you are on track for the completion date you selected. Your auditor will sign your application for graduation and send it to the Office of Student Records for processing. Once your application has been processed by the Office of Student Records we will send an email to your IU email account confirming receipt of your application and outlining details of what to expect next.*

10. What if I have not received a confirmation email?

*Be sure to check your IU email account. We are unable to send specific degree information to outside email accounts so communication will only be sent to your IU account. If you do not see a confirmation message check your junk mail. If you do not have confirmation the Office of Student Records may not have receive you application yet, follow up with your auditor, it’s possible it’s still in route. The Office of Student Records sends confirmation within two weeks of receiving your application from your auditor.*
11. What if I am scheduled to graduate and do not pass a class my last semester?

First things first, if you need the course to fulfill your degree requirements keep working! Don’t give up! If it is apparent you will not successfully complete all the degree requirements during your last semester contact your Academic Advisor to verify your requirements. Then contact the Graduation Specialist in the Office of Student Records right away so your record and graduation date may be updated. The Office of Student Records will update OneIU to give you access to register for the upcoming semester to allow you more time to complete your requirements.

12. What if I am scheduled to graduate and my audit shows that I do not have enough credit hours or have not met degree requirements?

If you do not have enough hours or have not completed all the degree requirements you will receive an email from the Office of Student Records indicating your graduation date has been changed. You will need to talk with your Academic Advisor/Degree Auditor about the specific requirements that still need to be completed.

13. When do I get confirmation that I’ve fulfilled all of my requirements and I actually am graduating?

Once final grades are posted for the conclusion of the semester you applied to graduate, a final degree audit will be completed. The final audit verifies you have successfully completed all the degree requirements for your specific degree program. After the final degree audits have been verified you will receive an email from the Office of Student Records congratulating you on the completion of your degree.

14. What date will be reflected on my degree? (Degree conferral dates/graduation dates)

December degree conferral is the last day of final exams for Fall classes.

May degree conferral dates correspond with the yearly Commencement ceremony (typically the 2nd or 3rd Friday in May.)

June degree conferral is June 30th.

August degree conferral is August the last day of final exams for Summer 12 week and Summer 2 classes.

15. What if I finish my degree requirements in July? When will I graduate?

The next available graduation date for candidates completing their degree requirements in July is August. Your degree will be conferred on the last day of the Summer term in August. (Don’t forget to apply for graduation!)

16. Will my minor show up on my degree?

Your minor will be reflected on your transcript. Minors are NOT listed on diplomas.
17. Will my concentration area/cognate area show up on my degree?

Concentration areas/cognate areas will be reflected on your transcript. Concentration areas/cognate areas are NOT listed on diplomas. However, some degree majors are now included on diplomas. See your Degree Auditor if you have questions.

18. How do I have credits from another college or university applied toward my degree?

Credits from other colleges or universities are considered transfer credits. To have credits transferred from another institution to IU East you must submit an official transcript to the Office of Admissions. Your transcript will be reviewed by the Transfer Credit Specialist and, if applicable, hours will be posted to your IU transcript. If you have not already had a final official transcript sent to us from your previous institution you must do so by the deadline included in your confirmation email (See FAQ 9).

Official sealed transcripts should be sent to:

IU East Transfer Credit Specialist
2325 Chester Blvd
Richmond, IN 47374

Or you may have it sent electronically. Electronic transcripts must be sent directly from the institution, to applynow@iue.edu.

Transfer credit questions should be directed to the Office of Admissions at 765-973-8208 or applynow@iue.edu.

19. What is the difference between “graduation” and “commencement”?

“Graduation” refers to the date you completed your degree or the date of your “degree conferral”. Commencement is the ceremony celebrating all the students who have graduated or anticipate graduating with this academic year.

DIPLOMA QUESTIONS & ANSWERS

20. When will I receive my diploma?

Diplomas are ordered after degrees are conferred. It takes approximately 4-6 weeks after degree conferral for diplomas to arrive from the printer.

21. Will I receive my real diploma at Commencement?

No. Diplomas are ordered after commencement. As you cross the stage at the commencement ceremony you will be handed an empty diploma cover. You may keep the cover for when you acquire your actual
diploma. If you already have a diploma cover, you may return the second one to the staging area after the ceremony or to the Office of Student Records in Whitewater Hall, Rm. 116.

22. How do I obtain my diploma once it is available?

Your diploma will be mailed to you at the address listed on your application for graduation. The Office of Student Records will email you at your IU Email address to let you know when your diploma has been mailed. If your mailing address changes after you apply for graduation please let us know so your diploma may be routed to the correct place.

23. I have an outstanding financial balance on my IU East account; may I still obtain my diploma?

If you have a past due encumbrance with the University (owe the University any money) you will not be able to obtain your diploma until the balance is paid in full. If you have questions regarding your account balance contact the Office of Student Accounts at 765-973-8345.

24. I have a hold from the Student Loan Administration; may I still obtain my diploma?

If you have any holds from the Student Loan Administration you will not be able to obtain your diploma until they are cleared. Contact them at the number or email listed in your Student Center under Holds then Details. If you have more than one hold from their office, be sure to let them know so they will clear all appropriate holds.

25. What will my diploma say? (major, IU or IU East, etc.)

Your diploma will list the University (Indiana University), your primary name as reflected in OneIU, the School you are graduating from (i.e. School of Natural Science & Mathematics) and the degree name (i.e. “Bachelor of Arts” or “Bachelor of Science in Biology”).

If you receive honors distinction or have completed the general honors program, this will be noted on your diploma and transcript.

Your degree major may now be reflected on the diploma, however, some concentration areas/cognate areas and all minors are NOT printed on the diploma but are listed on your transcript.

26. How may I obtain a duplicate copy of my diploma?

Duplicate copies of your diploma must be ordered via the Duplicate Diploma Request Form. The cost for a duplicate copy of your diploma is $35 each (subject to change). You may find the request form at http://www.iue.edu/registrar/graduation_information.php#diploma.

Once the Office of Student Records has received your request form and confirmed payment with the Office of Student Accounts (765-973-8345) we will order your diploma from the printer. Special orders are placed with the printer once a month so it may take several weeks for the duplicate diploma to be processed.
COMMENCEMENT QUESTIONS & ANSWERS

27. When is Commencement?

IU East holds one commencement ceremony a year. It is typically held the second Friday* of May each year (*subject to change). For commencement details go to: http://www.iue.edu/commencement/.

28. Is there a graduation/commencement for December grads?

IU East holds one commencement ceremony each year. The ceremony is typically held the second Friday* of May each year (*subject to change). Those eligible to participate in the yearly commencement ceremony are graduates from the previous December and candidates for the current May, upcoming June and August. (Example: December 2013, May 2014, June 2014 and August 2014 candidates will participate in the May 2014 commencement ceremony.)

29. May I walk in May commencement even if I have to complete a course or two this summer?

Yes! Those eligible to participate in the yearly commencement ceremony are graduates from the previous December and candidates for the current May, upcoming June and August. (Example: December 2013, May 2014, June 2014 and August 2014 candidates will participate in the May 2014 commencement ceremony.)

30. Will I get my actual diploma at commencement?

No. Diplomas are ordered after commencement. As you cross the stage at the commencement ceremony you will be handed an empty diploma cover. You may keep the cover for when you acquire your actual diploma. If you already have a diploma cover you may return one to the staging area after the ceremony or to the Office of Student Records in Whitewater Hall, Rm. 116.

31. May I pick my diploma up early?

No. Diplomas are ordered after commencement (or degree conferral date).

32. Is there a rehearsal prior to commencement?

Yes. Commencement rehearsal is held the evening before the actual commencement ceremony.

33. Do I have to attend rehearsal to participate in the commencement ceremony?

While attendance at rehearsal is not mandatory it is strongly recommended so you know where to go and what to do on the night of your celebration. Rehearsal takes about an hour and is followed by a celebration hosted by the Office of Alumni Relations.

34. How long does the commencement ceremony take?
The length of the ceremony is contingent upon the number of candidates participating in the ceremony. The standard length has been just over 2 hours the last several years.

35. Where do I get my cap and gown for commencement?

You must order your cap and gown through the Campus Bookstore by the deadline. Go to: http://www.iue.edu/commencement/ for details.

36. What is the expected attire for graduation ceremonies?

Visit http://www.iue.edu/commencement/ for details.

37. I signed up to participate in commencement but am unable to attend. Who do I need to notify?

Contact the Office of Alumni Relations at 765-973-8221.

38. How do I know if I have been nominated for any awards related to graduation?

The School you are graduating from will be in contact with you if you have been selected to receive an award. (i.e. School of Natural Science and Mathematics, School of Nursing, etc.)

39. As an honors student, how am I recognized at commencement?

If you have completed all requirements for the Honor’s Program it will be indicated as your name is read and you cross the stage. You will also have a special medallion provided by the Honor’s Program to wear at the ceremony and to keep.

40. I’m a Military Veteran, will I be recognized at commencement?

THANK YOU, we appreciate your service and sacrifice!

We want to honor you. If you have notified IUE that you’re a veteran you will receive cords distributed at Commencement Rehearsal the night before the Commencement Ceremony. You will need to show a military ID or a DD214. See the Veteran’s Coordinator with the Office of Financial Aid and Scholarships with questions.

41. May I bring alcohol to graduation?

No.

42. What do I need to do if I want to continue to take classes after graduation?

Complete the readmit form found on our website at http://www.iue.edu/registrar/resuming_college.php. You will be notified by the committee once we have updated your record.

Will I be considered a graduate student then?
Yes. Once you have an undergraduate bachelors degree you are considered a graduate student. If you plan to pursue a specific Master’s degree you will need to apply to the specific Master’s program you are interested in for admission.

What tuition fees will I be charged?

As a graduate student you will be charged graduate tuition rates. For current rates go to: http://www.iue.edu/bursar/tuition/.

Will I still be able to get financial aid?

To be eligible for financial aid you must be admitted to a qualified degree program. For details regarding Financial Aid availability contact the Office of Financial Aid and Scholarships at EAOFS@iue.edu or 765-973-8206.