

Graduation Processing & Policy DecemberGraduation 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 transaction transaction ion, cap & gown, ceremony, and diploma.

Communications-u	
	se of yourLewis student emailis required

Electronic communications comply with our Office of Technology policy and are directed to gravis student email address Messages continue through F20/24, so please check for ensaint the Office of the Registrar.

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

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

Maintaining graduationændidacy, and degree certification, directly relate to \partial audit found in youmyLewis portal underRecords and Registration -Degree Works Every section and requirement must show as being fulfilled, and any deficiencieswill prevent degree certification. Questions and concerns should be directed to your advisor or program/college administrator. If you will not meet degree requirements term, you may withdraw your application through 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 emailgistrar@lewisu.edwith the Change of Name form and subrdiscumentation to have your name updated. If you have a preferred finame, please emailegistrar@lewisu.edregarding the preferred name process. All changes should be subtered prior by November 14 Any requests ubmitted afte November 14, 2024 nay not be reflected or the diploma

Important University Policy

- •Graduation Status in Degree Works (DW)
 - , 'Applied—review with advisorshows the initiaGraduationStatus when you apply, and reminds you to meet with your advisor to confirm that degree requirements will be met this semestation 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 ember 14All candidates must have a

Missing requirementisdentified in your Degree Works audit—such as prior incomplete grades, missing documentstc. need to be resolved by November 1to maintain graduation candidacly. You have a "NoDegree Readystatus you will want to contact your Advisor to assist ineriewing the outstanding requirements.

f M

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 Www noted f degree readiness by the end of month. Academic questions and concerns should be directed visor or program/college administrator.

November

D