

Frequently Asked Questions Regarding Graduation/Commencement

Q. How do I apply to graduate?

A. Not only can you apply to graduate online but now you can update your graduation date as well! If you have earned 78 hours toward a baccalaureate degree you are eligible to apply for graduation. To apply, sign in to your MyISU account and select the Student Self-Service Badge. Select the “Apply for Graduation – Undergraduates Students” link, then select your graduation term and indicate whether or not you plan to attend commencement. Please verify that your major(s)/minor(s) are correct. If you have any questions, please contact the Office of Registration and Records at (812) 237-2020 or ISU-ORR@mail.indstate.edu.

Q. When is the deadline to apply for graduation?

A. You have until the close of business on the last day of the term to apply to graduate. In order for your name to appear in the commencement program or to be considered for Latin honors or the Hines medal, you must apply by October 15th for Fall graduates or March 15th for Spring graduates. Please continue to check your ISU email account for further information.

Q. How do I know if I have completed requirements for graduation?

A. It is your responsibility to make sure that you have completed the requirements for graduation. Contact your academic advisor to make sure you have completed all requirements. To verify that you have applied for graduation, you can check online (MyISU account) to see the term for which you applied or contact the Office of Registration and Records.

Q. When will I receive my diploma?

A. You will receive a diploma cover at the commencement ceremony. Your diploma will arrive approximately 30-45 days after the close of the term. It will be mailed to the address on file. If your mailing address will change, you may update your address online through your MyISU account.

- If you are an **international student**, the diploma will be mailed to your international address unless you notify Registration and Records that you want to specify an address for your diploma. Updating your mailing address online is not sufficient.
- Any graduate may specify an address for his/her diploma by contacting the Office of Registration & Records.

Addresses should be updated prior to the Commencement Ceremony.

Q. If I am completing requirements for graduation during the summer term, in which commencement ceremony do I participate?

A. Students who complete requirements for graduation in the summer term will be included in the spring commencement ceremony.

Q. What should I do if I apply to graduate but then do not complete requirements to graduate that term?

A. If you have applied to graduate and do not meet requirements that term, you will receive an email from the Office of Registration and Records to that effect within 30 days after the close of the term. You will need to update your graduation date online through the Undergraduate Application for Graduation link on the Student Self-Service Badge in your ISU portal. You will not be able to register for another term until you have updated your expected graduation term. You will **not** automatically be included on the next graduation list. You **must** update your graduation term online in order to be included on that term's list of candidates for graduation.

Q. I'm a graduate student...is there anything special I need to do regarding graduation?

A. Graduate students should contact the College of Graduate and Professional Studies at (812) 237-3111 to apply for graduation or to inquire about graduate transcripts or diplomas.

Q. When is the commencement ceremony?

A. Please refer to the Academic Affairs website which provides detailed information about the ceremony. Instructions regarding commencement will be emailed to graduation applicants about six weeks before the ceremony.

Q. Where do I get my cap and gown and order my invitations?

A. Caps and gowns can be purchased from the Barnes & Noble Bookstore by ordering online at shop.indstate.com. Invitations and other accessories may also be purchased through the bookstore. Contact the bookstore at (812) 232-2665 with any questions.

Q. Where can I get more information regarding graduation and commencement?

A. Please refer to the following website for specific information:

<http://www1.indstate.edu/academicaffairs/commencement.htm>

Be sure to check your ISU email account as information regarding graduation and commencement will be sent via email.

Q. Do I need to bring anything with me to commencement?

- A. You will receive a name card that will be sent to your ISU email account approximately two weeks prior to commencement. This is the card from which readers will announce your name.

Please note that you should leave all personal items in a secured location or with someone not participating in the commencement ceremony. The facilities will not be locked.

Q. How will I know if I am graduating with honors?

- A. To be considered for honors, you must apply by **October 15 for Fall and March 15 for Spring/Summer**. A 3.50 or higher cumulative index at Indiana State University is necessary to be considered for graduation honors. To qualify for honors, students must have:

- A 3.50 or higher GPA, including all attempted courses at other colleges/universities
- A minimum of 55 resident hours at ISU (not including credit by exam, etc.)

Graduation candidates who qualify for Latin honors based on their cumulative indexes at the close of the preceding term will be recognized at Commencement. Latin honors that are indicated on transcripts and diplomas are based on cumulative indexes upon graduation.

Note: All grades which are on a point basis are used in final honors designation. Grades such as “N,” “IN,” “WP,” “DP,” “S,” and “U” are not included in honors calculation.

Graduation honors are awarded based on ISU and transfer GPA indexes of:

- Summa Cum Laude – grade point average of 3.90 or higher
- Magna Cum Laude – grade point average of 3.70 through 3.89
- Cum Laude – grade point average of 3.50 through 3.69