DEGREE CONFERRAL AND COMMENCEMENT

Congratulations! Graduation is the culmination of your undergraduate educational career. You are invited to begin the steps to join over 150,000 DePaul alumni all over the world. This brochure will serve as your guide throughout the graduation process. We hope you utilize this tool to ensure your graduation experience is smooth and exciting.

Graduation Components

There are two different components of graduation: degree conferral and commencement.

Degree conferral is the completion of academic requirements and the awarding of the degree. There are four conferral periods each academic year when a student may apply for graduation: November (fall quarter), March (winter quarter), June (spring quarter) or August (summer quarter). Students are eligible to apply for degree conferral when they reach senior status (132+ credit hours). An academic advisor will verify your remaining degree requirements during a scheduled degree conferral review appointment. Visit the link below for specific details regarding degree conferral.

sr.depaul.edu/catalog/catalogfiles/Current/Undergraduate%20Student%20Handbook/ch1.html

Commencement is the ceremony which takes place only once per year in June. It allows graduates and their families to celebrate their achievement. As part of this rite of passage, the accomplishment and contribution to the DePaul learning community is recognized. See link below for specific details regarding commencement.

oaa.depaul.edu/what/commencement.jsp

Steps Towards Degree Conferral

Step 1. Apply for degree conferral for the quarter in which you anticipate completing your requirements. Apply via Campus Connection to lock in your date (For Students>Graduation>Apply for Degree Conferral). You cannot qualify for degree conferral or participate in the commencement ceremony without submitting a degree conferral application. There is no fee to apply.

Step 2. Please read all instructions carefully. Your application will not be processed unless you complete the application in its entirety. Save and print the confirmation page and keep it for your records. Make sure your academic plan is correct. If your academic plan is incorrect, navigate to the following Web address to update your major, minor, etc.

las.depaul.edu/CurrentStudents/UgradAcademicAdvising/UgradForms/DeclarationOfMajor.asp

Step 3. Schedule an appointment with your major field faculty advisor as soon as possible to ensure major field requirements are in order.

Step 4. Schedule your MANDATORY degree conferral review appointment. English, sociology, political science and international studies majors should schedule with their departmental academic advisor; all other majors should schedule with an LAS Undergraduate College Office (LUO) academic advisor by telephone, (773) 325-7310, or in person at Clifton Corners, Suite 130.
Step 5. Adhere to your remaining requirements outlined on your degree conferral requirement form which you will receive during your degree conferral review appointment. Failure to do so may delay your conferral.

Step 6. If you need to change your original term for degree conferral, or if you need to reapply after a previous deletion, re-enter Campus Connection and click “Apply for Degree Conferral.” Degree conferral applications DO NOT rollover. The screen will indicate you have already applied. Click “EDIT” and select a different conferral term from the drop down menu, then click “SUBMIT.” Save and print the confirmation page for your records.

Step 7. In Campus Connection, please verify and confirm the email address “preferred” to receive correspondence related to graduation.

<table>
<thead>
<tr>
<th>DEGREE TERM AND CONFERMENT DATE</th>
<th>APPLICATION DEADLINE</th>
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</thead>
<tbody>
<tr>
<td>Fall Quarter</td>
<td>November 20, 2012</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>March 22, 2013</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>June 14, 2013</td>
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<tr>
<td>Summer Quarter</td>
<td>August 23, 2013</td>
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Steps Towards Commencement

Step 1. The most important step is to successfully apply for degree conferral in order to participate in the ceremony. Anyone without an active application cannot RSVP or participate in the commencement ceremony. As a result, your name will be removed from our list upon application withdrawal or deletion.

Step 2. RSVP for the ceremony via Campus Connection (For Students>Graduation>Commencement RSVP). You may update your response and/or the number of guests attending at anytime. Remember to submit the form when finished. Please note: RSVP link goes live sometime in January.

Step 3. Once you have submitted your ceremony RSVP, immediately follow the blue link presented to order your cap and gown from the Herff Jones website provided on the RSVP Web page.

Step 4. Follow the cap and gown ordering process all the way through the Herff Jones website until you receive a confirmation page. Make sure to select LAS Undergraduate College Program and the correct ceremony date/time. Please verify your bachelor of arts degree and major for the record. Do not forget to click SUBMIT. If you have any questions, please contact LUCO.

Step 5. Review additional commencement information on the university commencement website, oaa.depaul.edu/what/commencement.jsp

Successfully completing all degree conferral and commencement steps ensures that your name will appear on our list of ceremony participants.

The LAS commencement ceremony will be held Sunday, June 16, 2013.
Graduating with Academic Honors

**Summa cum laude** is bestowed upon students who earn a cumulative GPA of at least 3.850.

**Magna cum laude** is bestowed upon students who earn a cumulative GPA of at least 3.700 but no higher than 3.849.

**Cum laude** is bestowed upon students who earn a cumulative GPA of at least 3.500 but no higher than 3.699.

Honor status will be announced during the commencement ceremony. Please note that the honor status at the ceremony for June and August degree conferral applicants will be based on the previous winter quarter cumulative GPAs. DePaul University does not round up GPAs. Honor cords are provided by the various honors organizations. Please contact your respective organization.

Commencement Festivities

**Almost Alumni Fair**
This event is open to all graduates of the 2012-2013 Academic Year. The Almost Alumni Fair is an annual event held each year in March. This fair allows graduates to get the facts about their upcoming ceremony, investigate their financial options after college, find information about hotels around the commencement venues, and learn about Alumni Relations and what privileges accompany becoming a DePaul alumnus.

You will be given the opportunity to dress up in your cap and gown and have pictures taken to give to your family. You will also be able to purchase announcements, class rings and DePaul graduate memorabilia.

**Cap and Gown Distribution**
The distribution of caps and gowns is generally held the second Monday and Tuesday of the month in June, on the Lincoln Park Campus from 10 a.m.–6 p.m. You must pick up your cap and gown on campus prior to commencement. If you will be unable to pick up your cap and gown in person, you may send a designee with a letter indicating your permission. Please include your name and student ID number. Keep in mind that lunch hour is the busiest distribution time.

Commencement Website
The commencement website is a great resource that includes information for guests on parking and how to RSVP for graduation festivities on campus.

The website also includes an application for those interested in being the commencement student speaker.

oaa.depaul.edu/what/commencement.jsp

Graduation FAQs

**Where can I find important dates and deadlines?**
Closely follow critical deadlines outlined in the graduation timeline on p. 6, the online university academic calendar and the student handbook. Both links are found below.

University Academic Calendar
oaa.depaul.edu/what/calendar.jsp

Student Handbook
sr.depaul.edu/catalog/catalogfiles/Current/Undergraduate%20Student%20Handbook/ch1.html

**When should I make a degree conferral appointment?**
Make your appointment with an academic advisor one to two terms prior to the term in which your requirements will be completed. (See page 1, step 4 for further information.)

**Should I update my contact information when changes are made?** Yes, please verify that your contact information is up to date in Campus Connection. It is difficult to contact you about important events without correct information.

**When should I request and submit substitution/waiver requests to department chairs and/or the LAS associate dean?**
Submit substitution/waiver requests to department chairs and/or the associate deans early in the quarter in which you plan to complete your requirements. Have them forwarded to LASGraduation@depaul.edu as soon as possible, before the deadlines outlined in the timeline to avoid delays associated with your degree conferral.
How often are notifications and reminders sent to seniors? Check your email inbox and postal mailbox frequently for notifications and updates.

How important is the information that is sent to me via U.S. mail and email? VERY IMPORTANT.
Closely read all information sent to you via U.S. mail and email, as well as in the information presented online concerning the graduation process. Do not assume an issue concerning your academic record is resolved unless it is stated in writing.

What can I do to make sure I have completed all graduation steps? Make sure you have completed all three major parts of the graduation process prior to the deadlines: (1) apply for degree conferral, (2) RSVP for the ceremony and (3) order your cap and gown.

Should I let my family know about the commencement festivities? Yes. Share graduation as well as commencement ceremony information with your friends and family.

Are there graduation invitations? Yes, one graduation invitation with information on events and festivities, cap and gown distribution, and the ceremony is sent to your mailing addresses (so make sure all contact info is up to date in Campus Connection). Personalized graduation announcements for your family and friends can be purchased on the Herff Jones website when ordering caps and gowns.

Are there tickets for the ceremony? No. Tickets are not required for the ceremony. The Allstate Arena is general admission. Participants may bring as many guests as they wish.

What if my family cannot attend the ceremony?
There is a live webcast. DePaul University will broadcast the commencement ceremony on the Web. For access, go to the Web address posted below and scroll to your college name. There will be a red “Webcast” link next to your college name. Click on the link to watch the ceremony.
oaa.depaul.edu/what/commencement_schedule.jsp

Does walking across the commencement stage mean I have graduated? No. DO NOT assume participation in the ceremony means you have “graduated.” Remember the ceremony is only a celebration. An awarded degree means you have met the degree requirements and your record has been audited and conferred.

When will I receive my diploma?
Following the successful awarding of the degree, candidates become graduates. You will be mailed a diploma from the Office of Student Records four to six weeks following the posting of your degree to your academic record. The time between your finals and your degree posting is approximately one month. Your awarded degree will be recognized on the unofficial transcript (available through Campus Connection) as well as on the official DePaul University transcript, which can be ordered from Office of Student Records via Campus Connection. Any questions or problems with diplomas should be directed to Office of Student Records at (312) 362-8610.
Top Issues that Hold Seniors Back

1. The cumulative, major and/or minor GPA is under 2.0 and/or have fewer than 192 credit hours. In order to graduate, you need to complete a minimum of 192 total credit hours. You also must earn a cumulative major and/or minor GPA of at least 2.0.

2. Have unresolved IN (Incomplete), M (Missing) or R (Research) grades. Check your unofficial transcript often to ensure you have no outstanding grades. Contact your professor to finish course work or to have your grade posted as soon as possible.

3. Substitutions and/or waivers that are not requested early in the quarter of degree conferral. Substitutions and waivers must be requested, approved and submitted from the chair of the department by the deadlines indicated in the graduation timeline.

4. Repeating classes that have already been transferred. If you have transfer credit you must make sure not to repeat courses for which you have already been awarded credit.

5. Not verifying course work and requirements with an advisor. See your advisors frequently to have your requirements and course work evaluated.

6. Incomplete minors. Be certain to complete the requirements for your declared minor. If you no longer wish to pursue the minor, make sure to drop it by visiting this site: las.depaul.edu/CurrentStudents/UgradAcademicAdvising/UgradForms/DeclarationOfMajor.asp.

7. Last minute major/minor changes, especially during the conferral term. Planning ahead with an advisor will ensure that major changes are verified and posted accordingly.

8. Not having major/concentration electives approved and sent to our office. If your degree progress report indicates you have not completed requirements, please check with your department. Any documentation for approval must be submitted to LUCO in writing via email to LASAdvising@depaul.edu. Please ask for approval as early as possible.

9. Not applying for degree conferral by the deadline. This is the most important step. Without your application, we are unaware of your intent to graduate. We will be unable to review your application after the degree conferral deadline has lapsed.
GRADUATION TIMELINE

Wednesday, September 12, 2012: Potential November 2012 degree conferral applicants should begin to schedule appointments with an academic advisor for a mandatory degree conferral review.

Monday, October 1, 2012: November degree conferral application deadline.

Wednesday, October 3, 2012: Potential March/June 2013 degree conferral applicants should begin to schedule appointments with an academic advisor for a mandatory degree conferral review.

Tuesday, October 23, 2012: Last day for November applicants to have substitutions and waivers approved and submitted. Final grades must be submitted and posted for outstanding coursework for IN/R/M grades.

January 2013: Link to RSVP for June commencement ceremony goes live in Campus Connection.

Monday, January 14, 2013: Potential March/June 2013 graduates should continue to schedule appointments with an academic advisor for a mandatory degree conferral review.

Tuesday, January 15, 2013: March 2013 degree conferral application deadline.

Friday, February 1, 2013: June 2013 degree conferral application deadline.

Monday, February 4, 2013: Potential August 2013 degree conferral applicants should begin to schedule appointments with an academic advisor for a mandatory degree conferral review.

Monday, February 25, 2013: Last day for March applicants to have substitutions and waivers approved and submitted. Final grades must be submitted and posted for outstanding course work for IN/R/M grades.

March 2013: Almost Alumni Fair (dates to be announced).

Monday, April 22, 2013: Degree conferral application deadline for August 2013 graduates who wish to participate in commencement.

Wednesday, May 1, 2013: Deadline to RSVP for ceremony and order caps and gowns.

Friday, May 17, 2013: Last day for June applicants to have substitutions and waivers approved and submitted. Final grades must be submitted and posted for outstanding course work for IN/R/M grades.

Sunday, June 16, 2013: LAS commencement ceremony at the Allstate Arena.

Monday, July 15, 2013: August degree conferral application deadline.

Friday, August 9, 2013: Last day for August applicants to have substitutions and waivers approved and submitted. Final grades must be submitted and posted for outstanding course work for IN/R/M grades.

Link to University Academic Calendar
oaa.depaul.edu/what/calendar.jsp
Graduation Checklist

- Apply for degree conferral; RSVP for the commencement ceremony; order cap and gown
- Schedule degree conferral review appointment with your respective departmental academic advisor or a LUCO academic advisor (see page 1, step 4 for differentiation between the two)
- Complete remaining degree requirements
- Submit any substitutions and/or waivers before the end of your graduation term
- Ensure delivery of your diploma by updating contact information via Campus Connection
- Pick up your cap and gown
- Celebrate your achievement
- 30 days after degree conferral term, order official transcripts via Campus Connection (For Students> Records and Registration>Transcript Official)

Appointment Notes

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