

Graduation | Frequently Asked Questions

Graduation Applications • Commencement Information • Diploma Information

GRADUATION APPLICATIONS

Where is the graduation application located?

- **Current students:** Access the graduation application through your VUX student dashboard.
- **Former students:** Complete the Alternative Graduation Application located on the Registrar's Office webpage (vinu.edu/registrar).

What is the deadline for submitting a graduation application?

Students can submit applications through the last day of the graduation term; however, to be considered for inclusion in the Commencement Ceremony program, applications must be submitted no later than two weeks before the ceremony.

What if I miss the submission deadline?

Students who miss the submission deadline may apply to graduate the following semester.

My application isn't showing the correct major. What should I do?

Do not complete the application.

- If your major is incorrect, contact your academic advisor and request a Change of Major. Once the change has been made, you may return and submit your application.
- If your major is correct but you would like to graduate with a different major, you must complete the Alternative Graduation Application located on the Registrar's Office webpage.

Can I complete an application for a major I am not currently enrolled in?

Yes. To apply to graduate with a major that is not your current major, you must complete the Alternative Graduation Application located on the Registrar's Office webpage.

Can I apply to graduate with more than one major?

Yes. If you have already applied to graduate and would like to apply for an additional major, complete the Alternative Graduation Application located on the Registrar's Office webpage.

Can I save my application and finish it later?

No. Once you begin, you must complete and submit it in its entirety. Exiting the application before submitting will result in the loss of your progress and the application must be restarted.

Can I make changes to my application after it has been submitted?

Once you have submitted your application, you will not be able to make changes directly. If changes are needed, contact the Registrar's Office as soon as possible.

If I change my address on the application, will it change my permanent address on file?

No. The address entered on your graduation application is used only for graduation communications and mailing your diploma. To change your home or permanent mailing address on your student record, you must submit a *Change of Contact Information* form, located on the Registrar's Office webpage.

I've submitted my application. What happens next?

A confirmation email will be sent to your preferred email address. The Registrar's Office will then review your application and complete an audit comparing your academic progress with your program requirements. A letter containing the audit results will be mailed to the address provided on your application. If eligible, Commencement information will also be included.

COMMENCEMENT INFORMATION

What is the difference between graduation and Commencement?

Graduation refers to the successful completion of all program requirements and the conferral of a degree.

Commencement is a voluntary ceremony celebrating and recognizing academic accomplishments.

When are Commencement ceremonies held?

Commencement ceremonies are held in December and April/May each year.

- Students completing their degree requirements in the fall term will participate in the fall ceremony.
- Students completing their degree requirements in the spring or summer term will participate in the spring ceremony.

How does Commencement participation work for students earning multiple degrees?

Students may walk across the stage for recognition only once per ceremony.

- If a student is earning multiple degrees from different colleges, they may choose which college they wish to walk with during the ceremony.
- If a student is earning multiple degrees at different levels (e.g., an associate degree and a baccalaureate degree), they will walk with and be recognized for the higher degree.

Can I walk in the Commencement Ceremony if I do not submit a graduation application?

No. Only students who have submitted a graduation application and have been determined eligible by the Registrar's Office may participate in the Commencement Ceremony.

Who is eligible to participate in Commencement? Only students who have submitted a graduation application and have been reviewed and deemed eligible by the Registrar's Office may participate in the ceremony.

Will my name be printed in the Commencement Ceremony program?

To be considered for inclusion in the Commencement Ceremony program, students must:

1. Submit their graduation application no later than two weeks before the ceremony, and
2. Receive approval from the Registrar's Office.

Do I need to RSVP to attend Commencement?

Commencement participation is optional, and an RSVP is not required for the Vincennes Campus Commencement ceremony. However, the following campuses require an RSVP:

- Jasper Campus
- Military Sites

DIPLOMA INFORMATION

Will I receive my diploma at Commencement?

No. Students who choose to participate in the Commencement Ceremony will receive a diploma cover but will not receive their diploma at the ceremony. Confirmation of degree completion will occur only after all final grades have been posted and final degree audits have been completed by the Registrar's Office.

When will I receive my diploma?

- **Hard copies:** Diplomas are shipped to the mailing address indicated on your graduation application approximately 6-8 weeks after the end of the graduation term.
- **E-diplomas:** E-diplomas are sent through Parchment approximately 30 days after the end of the graduation term. A link to your e-diploma will be sent to the preferred email address listed on your student record.

How do I change the name printed on my diploma?

Only a student's legal name, or variation thereof, will be printed on the diploma. Students may edit their middle name and suffix while completing the application.

Changes to first or last names must be made by submitting a *Change of Legal Name/Legal Gender* form, located on the Registrar's Office webpage, and sending it, along with appropriate documentation, to the Registrar's Office.

How do I change my diploma mailing address?

Students may edit or change their diploma mailing address while completing the graduation application. If a change is needed after the application has been submitted, contact the Registrar's Office as soon as possible.