

CHECKLIST FOR 2018-19 DEGREE CANDIDATES

Lawrence confers degrees twice each year, at the end of the calendar year and at the end of the academic year, but holds Commencement only once in June. The following information is intended to help you navigate the process of concluding your work at Lawrence and obtaining your degree. Please take a few minutes now to read it carefully.

_____ APPLYING TO GRADUATE

DEADLINE: Mid-year graduates, November 2, 2018
June graduates, February 11, 2019

Degrees are not conferred automatically. You must apply for graduation by completing an application for graduation distributed by the Registrar's Office. Applications for graduation are sent to potential graduates in the middle of fall term and again in January. Receipt of your completed application initiates a review of your academic record and your name is placed on the list of degree candidates. The list of degree candidates is the mechanism by which your name is sent to the faculty for the conferring of your degree.

Graduation application forms are available at: <http://www.lawrence.edu/dept/registrar/graduation.shtml>.

Graduation applications are valid for the current academic year only. If, for example, you declare your intention to complete your degree by the end of spring term, but fail to do so, you must complete another application next year in order to be considered for degree candidacy again.

The list of degree candidates is used by administrative offices and academic units to distribute important information about Commencement procedures and activities, to order diplomas, and to initiate reviews for honors, awards, and prizes.

_____ COMPLETION OF REQUIREMENTS

All requirements (course work, departmental exams, recitals, senior projects, portfolios, etc.) must be completed before a degree is conferred. Requirements are complete when certifying documents have been filed with the Registrar's Office. All grades, official transcripts, and other certifying documents such as the major completion form must be received no later than Friday, December 21, 2018, for students completing mid-year and no later than the Wednesday before Commencement for students completing in June. If you will be student teaching, completing course work on off-campus programs, completing course work at other institutions, or scheduling departmental exams or recitals, you should contact the Registrar's Office to make arrangements to ensure that certifying materials are received in time. In June, students have until 9:00 a.m. the Friday before Commencement to remove S/U options before reports are run for the Committee on Honors.

If you are enrolled in the five-year B.A./B.Mus. program, you must complete ALL program requirements before receiving either degree.

If you intend to complete requirements by taking courses at another institution, you should consult with the registrar regarding the credit to be transferred and the senior residence requirement before leaving campus.

Senior Experience: You must supply the title and name of your faculty advisor for the senior experience you have completed for each of your majors. The submission deadline for mid-year graduates is November 2, 2018, and for June graduates is April 10, 2019. A form for this purpose can be found on the web at the Registrar's Office under 'Help for Students'.

(CONTINUED ON REVERSE)

_____ TRANSCRIPTS AND DIPLOMAS

Each time degrees are conferred citations of the degrees are posted to the permanent academic records of the graduates. This information will be included on all transcripts requested after the degree date. You should know, however, that transcripts will not be released after the last day of classes until all grades have been posted and academic actions taken. This transcript "hold" period occurs at the end of every term. If you will need transcripts for graduate school, job, or license applications, you should contact the Registrar's Office well in advance of any deadlines. Final transcripts for mid-year graduates showing degrees conferred and honors awarded will be available after January 21, 2019. Final transcripts for June graduates will be available after June 17, 2019.

Transcripts, diplomas, and letters certifying completion of all requirements will not be released unless your account with Financial Services is clear.

_____ CURRENT ADDRESS AND PHONE NUMBER

You should make sure that the Registrar's Office knows how to reach you if problems arise regarding your candidacy for a degree. This is particularly important if you will not be living on campus the term prior to the date you expect your degree to be conferred.

_____ PARTICIPATION IN COMMENCEMENT

Commencement celebrates academic achievement through the conferring of degrees. It is not simply a class activity or social occasion. Participation in Commencement is a privilege earned by students who complete degree requirements. It is expected that each student will participate in Commencement only once.

In the spring term a preliminary degree audit is conducted by the registrar for students who have declared their intentions to graduate in June. Students who clearly cannot complete requirements in time will be notified and removed from the list of degree candidates. Students who pass the preliminary degree audit, but fail to complete the spring term successfully, will be allowed to participate in Commencement should they wish to do so. ***You will not be included on the list of degree candidates until you file a completed application for graduation and senior experience title form with the Registrar's Office.***

While Commencement is held once each year in June, Lawrence also confers degrees on December 31/January 1. If you expect to complete your degree requirements in the middle of the year, you may request permission to participate in Commencement the June before your degree is conferred. Such a petition must be submitted to the Faculty Subcommittee on Administration no later than April 15, and should contain information about how you intend to complete your requirements by the end of the calendar year. Your academic advisor(s) will need to confirm your plan is accurate and reasonable. The subcommittee will base its decision primarily on the likelihood of completion, but reserves the right to take into account exceptional circumstances.

_____ INFORMATION ABOUT COMMENCEMENT WEEKEND

Information about Commencement Weekend will be posted on the Lawrence web site. Graduates are expected to participate in the Commencement ceremony unless they have previously attended (see participation in Commencement above). If you will be unable to attend, you should inform the Dean of Students as soon as possible. All students who receive degrees during the current academic year, and students with permission to participate in the ceremony, will be listed in the Commencement program unless a request for exclusion is received by the Registrar's Office.

QUESTIONS? Questions about completion of your major/minor requirements should be directed to your advisor or the chair of your major/minor department. Questions about requirements for interdisciplinary areas should be directed to the chair of the area. Questions concerning degree requirements and degree conferral should be directed to the registrar.