

# Graduation Checklist

\_\_\_\_\_ **Request a senior audit.** This should be done one year before graduation. Senior audit request forms are available in the School of Science Dean's Office. Students are provided with only one senior audit. For any student who received an advanced audit upon their admissions to Science (this means that you entered Science as a Junior or Senior), this audit serves as their senior audit.

\_\_\_\_\_ **Register for CAND 991.** This is a zero credit hour, no-fee course that notifies the School of Science of your intention to graduate. Authorization is required to enroll in this course, and authorization forms are available in the School of Science Dean's Office. Once you have been authorized to enroll in CAND 991, you must register for the class. There is only one class number that is assigned for all School of Science students.

\_\_\_\_\_ **Apply for graduation.** Applications are available in the School of Science Dean's Office.  
Applications for December graduates are due May 1.  
Applications for May graduates are due October 1.  
Applications for August graduates are due February 1.

School of Science students who have applied for graduation and enrolled in CAND 991 will have a graduation audit prepared 6 weeks before the start of their final semester/summer session. The School of Science Dean's Office and the student's major department will review the audit, and both must determine if the student is recommended for graduation. ONLY if academic deficiencies appear on the audit are students notified via their IUPUI e-mail account.

\_\_\_\_\_ **Complete the School of Science Senior Assessment Packet.** Pick up the packet with these forms in the School of Science Dean's Office.  
Packets for December graduates are due November 1.  
Packets for May and August graduates are due March 1.

\_\_\_\_\_ **Commencement.** December, May and August graduates may participate in the May Commencement Ceremonies. Information about the ceremonies and graduation apparel will be sent to all students who have applied for graduation at the end of February from the Office of the Alumni. At the end of March, you will receive information about the School of Science ceremony.

Main Graduation Ceremony - This ceremony is designed to celebrate a specific school's graduating class. The students are acknowledged as a whole by their degree and their school. Students are not individually recognized.

School of Science Graduation Ceremony - This ceremony is designed to individually recognize students who are graduating from Science. Students are individually recognized and the students will walk across stage.

You can choose to participate in both, either, or none of the graduation ceremonies. If you choose not to participate in the ceremonies, you are still eligible to graduate, pending final review of your academic record.

\_\_\_\_\_ **Diplomas.** Diplomas are not given out at the graduation ceremonies.

You will receive a letter in the mail informing you when diplomas have arrived on campus. At that time, you can pick up your diploma in the School of Science Dean's Office or have it mailed to you.

Below are the approximate diploma delivery schedules.

December graduates → mid-April  
May graduates → mid-July  
August graduates → mid-November