



## Graduation Processing & Policy May 2024 Graduation Candidates

The Office of the Registrar is responsible for the review, certification, and maintenance of academic records for all Lewis graduates.

Graduation—degree conferral—is the official process of degree certification that is noted on your transcript and diploma. The below information includes your graduation processing schedule and relevant University policy.

Your campus ceremonies will take place in May 2024. Our office will coordinate details and resources regarding upcoming events that include graduation, cap & gown, ceremony, and diploma.

Communications—use of your **Lewis student email** is required

Electronic communications comply with our Office of Technology policy and are directed to your **Lewis student email address**. Messages continue through Summer 2024, so please check for emails from the Office of the Registrar.

For graduates, the diploma will be mailed through the United States Postal Service (USPS) **only** to the address specified on your graduation application. We are unable to mail the diploma to an international address. If changes are made, you must update the address in your portal AND send an email to [registrar@lewisu.edu](mailto:registrar@lewisu.edu) from your Lewis student email. You can choose to have your diploma mailed to the Office of the Registrar. All address changes are due by **May 17, 2024**.

Graduation Eligibility & Degree Works (DW)—check your DW; direct questions to your advisor or chair

Maintaining graduation candidacy, and degree certification, directly relate to your **DW** audit found in your *myLewis* portal under **Resources Records and Registration Degree Works**. Every section and requirement must show as being fulfilled, and any deficiencies will prevent degree certification. Questions and concerns should be directed to your advisor or program/college administrator. If you will not meet degree requirements this term, you may withdraw your application through [registrar@lewisu.edu](mailto:registrar@lewisu.edu).

Diploma Name

Lewis University will use the legal name on file for the diploma name and commencement booklet. If you need to make changes to your legal name, please email [registrar@lewisu.edu](mailto:registrar@lewisu.edu) with the Change of Name form and submit documentation to have your name updated. If you have a preferred first name, please email [registrar@lewisu.edu](mailto:registrar@lewisu.edu) regarding the preferred name process. All changes should be submitted prior by **April 11, 2024**. Any request submitted after

