Certification/Diploma Process Overview

The certification and diploma process has several main components:

- Student Data Collection
- Department Maintenance and Verification of student data
- Diploma Ordering
- Commencement Program Production (May only)
- Diploma Distribution (at ceremony for May and by mail for August/December)
- Degree Certification

Students are responsible for:

1. Updating their diploma name and mailing address, as well as verifying expected graduation date, degree/major/additional major information, and thesis titles/advisors (if applicable) on SIO: Graduation and Diploma (SIO: G&D). Reminder e-mails with instructions are sent out to all expected graduates several times before diplomas are ordered.

Academic departments are responsible for:

2. Maintenance and verification of student data. Departments should review their students for the correct:
   a. Expected semester of graduation
   b. Students’ majors, additional major(s) and/or minor(s)
   c. Thesis titles and advisors, where applicable;
3. Reviewing data and submitting changes for the Commencement Program, produced and published by the Office of University Events and Communications Design;
4. Certifying the students’ degrees, including majors, additional majors and minors; and
5. Distributing diplomas at May ceremony and returning unused diplomas to the University Registrar’s Office.

Associate Deans are responsible for:

1. Marking students appropriately for university and college honors.

The University Registrar’s Office is responsible for:

1. Assisting with this process, informing the students of deadlines, correcting errors and problems for academic departments;
2. Ordering diplomas and distributing those diplomas to academic departments upon their arrival from the vendor (May only);
3. Mailing diplomas to students who are unable to receive them at the May ceremony, as well as mailing all diplomas for August and December graduates;
4. Holding diplomas due to financial or community obligations;
5. Handling diplomas returned after Commencement which could not be given at the ceremony;
6. Reordering of diplomas with errors/defects.
Students: What is SIO: Graduation & Diploma?

The Graduation and Diploma page, under the Academic Info tab, allows students to view their diploma information and update diploma name and mailing address information.

Diploma Information

The Diploma Information section displays the student’s diploma name, which the student can edit as desired.

- The diploma name is not tied to the official name on a student’s record, as students can enter whatever name they wish to be printed on their diploma. A student’s name is not changed on his/her academic record without a Change of Name form.
- Instructions on entering special characters are displayed when the student clicks the “Edit” button to edit the diploma name.

Degree(s) Information

This section lists individual information about each degree a student has earned/is expected to earn. Individual degree information can be “collapsed” via the triangular button to the left of the degree title.

- This information is not editable by the student. If it is incorrect, it must be changed by the appropriate academic department.
- Students can enter their thesis titles/advisors. After certification, only the University Registrar’s Office can add/change a thesis title/advisor.
- The Diploma Tracking Status shows the latest tracking step done by the University Registrar’s Office.
- Students can see a prototype of their diploma by clicking on the “PDF” link next to “View Prototype for this Degree.” This is not an official document and may not be used as a diploma copy or as proof of graduation.

Commencement Ceremony Attendance

This section allows students to state whether or not they will be attending the next Commencement ceremony. This does not mean we will hold a diploma for Commencement! It is just a way for students to let us know of their plans. All August and December diplomas will still be mailed.

Diploma Delivery

Students use this section to enter their diploma mailing address. Any May diplomas not received at Commencement who request mailing, as well as all August and December diplomas, will be mailed to the diploma mailing address. This is not the same as permanent or billing address, and can only be updated from this page.
Messages to Expected Graduates

Students are mailed messages like the following throughout the semester reminding them to update their graduation information:

**Example:**

Dear Expected Spring 20xx Graduate,

Our records indicate that you are expected to graduate in Spring 20xx. Congratulations on this exciting time! Below are necessary actions and deadline dates to prepare for May graduation.

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**Diploma Review -- Deadline: Friday, March xx, 20xx 11:00pm EST**

Check your graduation status and input your diploma name on Student Information Online (https://s3.as.cmu.edu/sio/index.html) under Academic Info - Graduation and Diploma.

The SIO Graduation and Diploma page displays your diploma information, e.g., your degree title, primary major, additional major(s) and minor(s) and a prototype of your diploma.

Please review and update the following fields:

* Provide the exact spelling of your name for your diploma and May commencement booklet. It is case sensitive, so remember to use upper and lowercase letters. Be sure to click on the instructions for including special characters, accents, etc. in your name. If you cannot locate a special character, please send email to uro-diplomas@andrew.cmu.edu.

* Be sure to view the diploma prototype to get an idea of how your diploma will be printed.

* Check your graduation date. If you notice ANY discrepancy in your academic information or expected graduation date, please contact your primary academic department or the department honoring your additional major or minor directly for correction.

* Mailing Address: All May diplomas will be given at the department ceremony. If you are not attending the May ceremony, please provide a mailing address. If you do not know what your address will be, make sure to provide a contact email or phone number so we can contact you. Diplomas will be mailed out in June. Warning: DO NOT provide your department address. Diplomas will not be mailed to departments.

For more information about graduation steps, refer to the HUB Graduation & Diploma website: http://www.cmu.edu/hub/graduation/requirements/index.html

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**Cap and Gowns - Grad Fair - March xx and xx**

All bachelor's and master's students will need to stop by the Grad Fair on March xx – xx in Rangos Hall, UC from xx time – xx time. All students eligible for graduation will be able to place their order, submit payment and receive their cap and gown on-site. If you have any questions, please contact 412-268-1032 or cap-gown@andrew.cmu.edu.

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**Student Account Balance**

Check your student account balance on Student Information Online (https://s3.as.cmu.edu/sio/index.html) under the Finances tab. Make sure your account is paid in full.

Warning!

If your balance is greater than zero on May xx, 20xx, your diploma will not be given at the May ceremony. Your diploma and transcript to be withheld until the account is paid in full and your diploma will not be available for release until two weeks after Commencement. This includes sponsored accounts.

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**Commencement Information**
Information regarding commencement weekend such as visitor information, cap and gown information and schedule of events can be found at the commencement website: www.cmu.edu/commencement/.

This concludes necessary actions and deadline dates for May graduation. A reminder will be sent again in two weeks!

For questions concerning your diploma, please e-mail uro-diplomas@andrew.cmu.edu.

For questions concerning your student account, please e-mail student-accounts@andrew.cmu.edu

Academic Departments: What is the S3 Degree Declaration screen?

Academic departments use the S3 Degree Declaration screen (under the Academic Records tab) to make any changes to a student’s degree, major, additional major(s) and minor(s), as appropriate for up to three simultaneous degrees (degrees that have already been certified are displayed on the Previous Degrees screen; however, previous degrees do not appear in the galleys or in any publications).

**To add a new degree:**

1. Click the gear icon () to add a new degree. If this icon does not appear, it means you do not have access to add degrees for this student.
2. A pop-up box will display, allowing you to enter the degree type (BS, MS, PhD, etc.), effective semester, home college/department/major, expected graduation semester, and major file name (for academic audit purposes).
   - Either click the “?” button or begin typing in the boxes to bring up a list of possible values for each field. Data entered in this field will be validated so only valid entries are accepted.
   - Note: “Effective semester” refers to the first semester record which will show this new degree. Therefore, a student must have a semester record in order to declare a degree.
3. Click “Save.” The new degree will show up in the list.

**To add an additional major/minor:**

1. Under the appropriate degree, click the button for either “Add an Additional Major” or “Add a Minor.”
2. A pop-up box will display, allowing you to enter the appropriate information to specify the additional major or minor (college, department, major/minor code).
   - Either click the “?” button or begin typing in the boxes to bring up a list of possible values for each field. Data entered in this field will be validated so only valid entries are accepted.
3. Click “Save.” The new additional major or minor will show up in the list, under the appropriate degree.

**To edit a degree, major, additional major, or minor**

- To edit degree or primary major, use the appropriate fields under the degree heading (use the triangle button to expand the degree if necessary). Click “Save” to commit changes.
  - **IMPORTANT:** If you do not click “Save,” your changes will not take effect.
  - You can change a student’s expected graduation semester only to a future semester.
- To edit an additional major or minor, click the “Update” button next to the major or minor. Make any necessary changes and click “Save.”
To delete a degree/additional major/minor

- To delete a degree, click the “Delete” button at the bottom of the page. You will be asked to confirm.
  - You cannot delete a student’s primary (first) degree if the student has multiple degrees. The secondary degree(s) must be removed first.
  - Once you delete a degree, you also delete any additional majors/minors attached to it.
- To delete an additional major or minor, click the “Remove” button next to it. You will be asked to confirm.

Academic Departments: Graduation Management

- Departments can access the Enrollment Services Faculty and Staff Information webpage regarding Graduation Management Information. At this site, we have guides, forms and links related to graduation deadlines and procedures.
- Bookmark this site: http://www.cmu.edu/es/graduation/index.html

Academic Departments: What is Graduation Management?

Registrar: Graduation Management reflects the data in the S3 Degree Declaration/Previous Degrees screens and allows electronic student graduation certification; separate certification of primary majors, additional majors, and minors; allowing input for the thesis title and advisor; updating honors (dean’s offices only), updating diploma tracking (for May only); and indicating mailing information.
Only students expected to graduate for the graduation semester can be updated in Registrar: Graduation Management. Update students’ expected graduation semesters if necessary in S3 Degree Declaration.

When Registrar: Graduation Management is turned off for departments, you may view information but you may not update any information. Only the University Registrar’s Office can make changes in S3: Registrar-Graduation Management at this point.

Finding Students in Registrar: Graduation Management

Departments or Associate Dean Offices may find their graduates based on the following criteria:

- **Level:** Primary Major, Additional Major(s)or Minor(s)
- **College:** Based on your S3 permissions and qualifiers
- **Department:** Based on your S3 permissions and qualifiers
- **Major/Minor:** All Major/Minor codes and translations
- **Status:** Potential, In Progress or Certified
- **Expected Graduation Semester:** This defaults to the current graduating semester.
- **Degree:** Bachelor, Master or Doctorate
- **Honors:** College and University (potential or assigned)

Select the options to select the students you wish to see (your options will be limited by your S3 permissions and qualifiers), and click “Find.” The results can display up to 500 matches depending upon your department headcount. This is a very powerful search yet inclusive to all majors and minors related to your department.

To limit or refine your matches, select more fields. For instance, if you select just your department and all statuses for the defaulted expected graduation semester, the result will be any primary, additional major or minor for your department.
The screen allows you to sort on any field to view the results differently. To narrow this search, select level, for instance, to see only primary majors within your department.

Certifying Degrees/Additional Majors/Minors

Certification is the process by which departments indicate that a student has completed all necessary requirements to be awarded their degree or for completion of an additional major or minor. Students whose degrees are certified can receive diplomas as well as degree verifications and transcripts showing degree received.

**IMPORTANT:** A student’s degree is not considered certified until **ALL** majors, additional majors, and/or minors under the degree are certified.

Certification Status

A primary major/additional major/minor can be in one of three statuses relative to certification:

- **Potential** — indicated by a red icon  
  this is the initial status of all degrees, additional majors, and minors. This means that the student is working toward the degree and may possibly graduate. Most likely, the student’s expected graduation date may move to a future date. Diplomas are never ordered for Potential degrees.

- **In Progress** — indicated by a yellow icon  
  this means that a student has made sufficient progress toward the completion of their degree and that the department is fairly certain (**~80% sure**) that the student will be completed in time to graduate at the current expected graduation semester. Students expected to graduate in May will have their diplomas ordered if their degree is at least “In Progress.” **May is the only time “In Progress” diplomas are ordered.**

- **Certified** — indicated by a green icon  
  this means that the student has completed all degree requirements, including any additional majors or minors and the degree has been conferred. It will now display on official transcript and degree verification. **August and December diplomas are only ordered if the degree is “Certified.”**
Status versus Overall Status

Each major, additional major, and minor under a degree must be certified separately, and a degree is not considered fully certified until **ALL** majors, additional majors, and/or minors are certified. Because of this, there are two kinds of status.

- Each major, additional major and minor has a regular **status**, which can be “Potential,” “In Progress,” or “Certified.”
- The degree itself also has what is called an **overall status**:
  - The initial state for this status is “Potential.”
  - Once the primary major has been set to “In Progress,” overall status switches to “In Progress.”
  - Overall Status will change to “Certified” **ONLY** when all majors and minors under the degree are “Certified.” Therefore, even if the primary major is “Certified,” the degree’s overall status can still be “In Progress.”

Multiple Degrees

Students who are pursuing multiple degrees will have a blue I circle appear before the degree.

![Multiple Degrees Table]

By clicking on the blue I circle, this will display the other degree along with the major, expected graduation semester and degree status that the student is pursuing.

In this example, this student is pursuing a Ph.D. in CS and expected to graduate in spring 2018.

![Multiple Degrees Example]

- **IMPORTANT**: If the student still has more than one degree still Potential or In Progress, you **must** update the expected graduation semester in **S3 Degree Declaration** screen.

Audit Information

The additional blue I circles on this screen appearing after the status and diploma tracking fields will indicate the audit of whom and when updated either field. Degree certification information is audited.
Certifying in S3: Registrar – Graduation Management

Use the Graduation Management Find screen to search for a list of students in your department. By searching just on the department alone, the results will be inclusive including primary, additional major and minor degrees.

In this example, the results will include the department of Computer Science all primary, additional majors and minors in alphabetical order.

Students can be updated either by bulk application or individually, depending on the user’s comfort.

**WARNING**: Bulk update application can be very powerful, so please be sure to refine your searches appropriately.

### Bulk Update Option in Graduation Management

The bulk update option permits you to update following fields with the appropriate values:

- expected graduation semester
- primary major status
- additional major status
- minor status and;
- diploma tracking (for May).

- From your search, checkmark the students to be updated.
Touch the gear in the upper right corner and select **Bulk Update**

- A modal will appear requesting the user to select **one** field to update (as listed above) and to enter the value of that field to update for those selected students only.
- Choose **Save**. If in doubt, select **cancel** to close this update modal.

In this example, 3 students’ will have their expected graduation semester changed to spring 2014.

When saved, the 3 students will disappear from the find list results because their expected graduation value changed.

**Individual Update Option in Graduation Management**

Instead of using bulk update, you can select an individual student and choose update.

- Seek the student and choose **the update icon** on the right hand side.
A modal will appear allowing the user, if applicable and based on S3 permissions, to update the expected grad semester, degree status, additional major status, minor status, diploma tracking (for May only), university honors and college honors.

Click Save. The field(s) will be updated and displayed on the find screen results. Choosing Cancel will cancel your intent to update any data.

S3 Degree Certification Screen

Student degree information can be viewed and/or updated using the left hand side of S3 under Degree: Degree Certification. Find the student and select Degree Certification.

The degree certification screen has four areas of information.
1. Students can update the diploma name on SIO. Departments can view/update the diploma name as well. By clicking on the blue **Name on Diploma** link, the chart of special characters and accents is revealed for cut/paste. Please use mixed case lettering for diploma names.

The blue I circle will also display who last updated the diploma name, whether it was made by the student or department.

2. The degree certification screen provides qpa information that includes both the undergraduate and/or graduate qpa information. It also displays the last semester qpa calculation and cumulative qpa. Transfer and AP credits are calculated in this qpa.

3. Similar to graduation management, degree certification information is displayed in this panel. The expected graduation semester, primary degree status, any additional major or minor status and honors can be updated in this screen.
Additionally and unlike Graduation Management, updates are permitted for the thesis titles and Ph.D. Advisors. Thesis titles and Ph.D. advisors can be updated regardless of certification status and up until the last day of degree certification. The diploma prototype can be accessed on this screen as well.

Don’t forget to reveal the degree information by clicking on the right triangle!

4. Students update the attending commencement and diploma address. Departments do have access to update this information as well. An address and phone number is very key for us to contact the student after graduation. For August and December, diplomas are mailed to the student. Sometimes we need to contact students if the provided address information is not deliverable. Personal email should be updated by the student and only by the student under SIO My Info page.

Assigning/Managing Honors

There are two types of honors awarded to Carnegie Mellon graduates:

- **University Honors** is awarded based on academic performance (typically those students who maintain a cumulative QPA of 3.5 or above). All undergraduates and Tepper master’s students can potentially receive University Honors. **These are the only honors which display on a diploma.**

- **College Honors** are awarded at the college level, usually for a senior research project, although the criterion differs by college. Only undergraduates receive college honors. **Note:** students in some programs may be awarded college honors by two or more colleges, not just their home college. **College honors do not display on diplomas,** although they are included as footers on official transcripts.
Both types of honors are listed for students in the Commencement booklet, so it is important to make sure honors are set appropriately.

Notes:

NOTICE: You can only set honors for a student in your college. Graduation Management cannot set, e.g., Tepper honors for a Dietrich College student. Graduation Management can also not currently set Intercollege honors. For these students, send e-mail to commence@andrew.cmu.edu. For dual-degree students whose “home” college is unclear, it is recommended that those colleges involved speak directly with each other to clarify which college is the home college.

Colleges will also need to make arrangements to get any other honor cords that may be needed for honors ceremonies during Commencement.

CAUTION: For students who are receiving both a bachelor’s and master’s degree in the same department in the same semester, Graduation Management can sometimes set both degrees with University honors when only one is set. Please review for these cases.

IMPORTANT: There is a specific bug in the Graduation Management application which may cause honors not to be updated when searching with the “Potential” honors options. If you find that honors are not being updated, contact the University Registrar’s Office. Be sure to check a few individual records (click on the student’s name) to be sure honors are updated.

Departmental Honors

There are no departmental honors that appear on the transcript or diploma. Departmental Options must be manually added by the University Registrar’s Office (commence@andrew.cmu.edu) upon request from the department.

Process Timeline

The specific Commencement Timeline is located on the Graduation Management main page for your use, under the http://www.cmu.edu/es/graduation/index.html

The following is a general timeline for the certification/Commencement process:

1. Graduation Management and SIO: Graduation and Diploma are turned OFF for departments and students, respectively, after the certification deadline passes for the previous semester. The University Registrar’s Office will review data for inconsistencies and move forward expected graduation dates for any students who have not been certified by the Graduation Management deadline.

2. After data cleanup, Graduation Management and SIO: Graduation and Diploma are turned ON for departments and students, respectively, for the upcoming semester. For May graduates, this happens in late January; for August graduates, in July; and for December graduates, in October. An initial notification is sent out to departments at this point to begin reviewing data.
   a. From this point onward, departments can certify students for the upcoming semester.
   b. Regardless of when students are certified, their official graduation date will be the graduation date for that semester. For May, this is the date of Commencement; for August and December, it is the date of the final grades deadline (see the official Academic Calendar for these dates).

3. IMPORTANT: For May, departments must review expected graduates in Graduation Management and move students to a future semester if not graduating before the SEVIS (Homeland Security) reporting deadline, usually in early February. This date will be communicated via the Commencement Timeline and the Department Calendar.

4. Starting the week after Registration week (early July for expected August graduates), the URO will send reminder notifications to expected graduates via e-mail, notifying them of steps they must take in order to ensure their diploma
information is correct (see p. 10 for example message). A second reminder will also be sent out to departments at this time. Additional reminders will be sent several times to both students and departments in the following months.

5. After the certification deadline, Graduation Management and SIO: Graduation & Diploma will be turned back OFF, and the University Registrar’s Office will again review data for inconsistencies, moving forward students who are still “In Progress” to the next expected graduation semester.

For May Commencement only:

6. The following items are applicable to May only, due to Commencement:
   a. **Commencement Program Files:** In the first week of March, the online Commencement program files are turned ON for departments. Departments should be reviewing the daily web galley layouts, with the expectation that the data will be given to Communications Design in April for layout into the Commencement program, along with the Doctor’s Hooding program. Please refer to the Graduation Management website for degrees offered and department head listings.
   
   b. **University/College Honors Flag Deadline:** Seventh Semester College and University Honors candidates should be identified and entered into Graduation Management by the first week of March so that colleges can begin to send invitations to students and parents. Colleges are responsible for making sure that the list of their honors students is accurate and kept up-to-date. This information will be used for the Commencement program.
      
      ➢ The University Registrar’s Office will provide a dataset to dean’s offices in early March in order to assist in the invitation process. After that date, any additional honors students will need to be reflected in Graduation Management and departments will need to create their own mailing labels.
      
      ➢ **NOTE:** Each student and parent should receive ONE invite that indicates the following: 1) if the student is receiving University Honors; 2) if the student is receiving College Honors; 3) if the student is receiving College Honors from another college besides their home college and 4) details about the ceremony (time, location, etc.).
   
   c. **Graduation Deadline:** By March 31 (date may vary slightly), students who are expected to graduate for May must be set as at least “In Progress” and University honors (as applicable) must be set in Graduation Management. Students will also have until this date to review and make any changes to their diploma name.
   
   d. **Diploma Order:** After the graduation deadline, Graduation Management and SIO: Graduation & Diploma are temporarily turned OFF so that diplomas can be ordered.
      
      ➢ Diplomas will NOT be ordered for any student whose OVERALL status is “Potential.”
      
      ➢ We **CANNOT** guarantee that any diplomas for degrees set as In Progress or updated after this point will be available for Commencement.
   
   e. **Cap & Gown Deadline:** The University Bookstore will communicate to students the deadline for ordering their regalia for the Commencement ceremony. The University Registrar’s Office will also include this date in reminders to students.
   
   f. **Commencement Program Out load:** At the beginning of April, commencement data is out loaded and given to Communications Design, who uses it to produce the initial draft of the Commencement booklet.
   
   g. **Program Review:** After the out load and for the next three weeks, Graduation Management will be turned ON for departments so they can review the Commencement Program Files and make any necessary edits in Graduation Management. The commencement program files are refreshed daily; changes made will be reflected on the next day. See p. 13 for more details.
   
   h. **Online Proof Review Deadline:** Three weeks before Commencement, Graduation Management is turned OFF for departments once again so that Communications out load the commencement data.
      
      ➢ From this point onward, any changes must be tracked MANUALLY by departments.
      
      ➢ The University Registrar’s Office and Communications Design will also review the proofs and review any layout changes.
i. **Blank Case Order Deadline:** Departments can request blank diploma cases (for August/December graduates who wish to walk) until **April 30** by sending e-mail to commence@andrew.cmu.edu.

j. **Diploma Delivery:** On the Monday two weeks prior to Commencement, the initial diploma order is delivered to the temporary URO Commencement rooms (Wean Hall 5300 corridor). Any diplomas for students with holds are identified, pulled, and replaced by blank cases with letters containing information about how to resolve the hold.

k. **Commencement Program Review:** Departments are able to view printed Commencement booklet proofs with Commencement Design for the two days just after diploma delivery.

l. **Commencement Program Final Review Deadline:** On the day after the two days of departmental review, departments will be e-mailed the final proof by Communications Design. **It MUST be approved by Noon.**
   - **NO changes** will be accepted after this date.
   - Ph.D. candidate information will be pulled from this final proof for the Doctor’s Hooding program.

m. Graduation Management is turned back ON for departments on the following day. **All changes since the Online Proof Review Deadline** (which have been manually tracked) **must be entered into Graduation Management.**

n. **Diploma Delivery:** On Monday and Tuesday of the week prior to Commencement, diplomas (which have been sorted and processed by University Registrar’s Office staff), as well as any previously-requested blank cases, are delivered by FMS to department locations, using the Department Contacts List from the Graduation Management Documents page. Please e-mail commence@andrew.cmu.edu early if diplomas must be sent to an alternate location.
   - **Check-Off Sheets:** Departments will also receive Diploma Check-Off Sheets listing each diploma delivered. At this point, departments should check off each student under “Rec’d by Dept.” and fax the form back to the URO Commencement fax line. Originals will be returned (completed) after Commencement.

o. **Re-orders:** Any changes in Graduation Management after the March 31 deadline will trigger re-orders, which will be delivered in batches to the University Registrar’s Office Commencement rooms. The first of these re-orders will be delivered in the week prior to Commencement. These will be delivered to departments by URO staff.
   - **These will also come with Diploma Check-off sheets.** Departments should check “Rec’d by Dept.” and fax the forms back to the URO Commencement line.

p. **Hold Releases:** On the Thursday before Commencement, all diplomas for students with holds that have been released by Student Accounts/Student Life will be delivered to departments. Student Accounts will be working throughout the semester to resolve balances, so hold releases will come at various times, but they will be held until the Thursday before Commencement so they are delivered in one large group.
   - **These will also come with Diploma Check-off sheets.** Departments should check “Rec’d by Dept.” and fax the forms back to the URO Commencement line.
   - We cannot guarantee that any diploma released after the Wednesday before Commencement will be available for the ceremony.

q. **Graduating Student Final Grades Deadline:** 6:00 pm on the Thursday before Commencement.

r. **Commencement Programs Delivered:** Friday before Commencement

s. **Diploma Check-off Deadline:** Departments must flag their students with “Rec’d by Dept.” in Graduation Management by the **Friday before Commencement.**

 t. **College Honors (10:00 a.m.) and Doctor's Hooding (8:00 p.m.) ceremonies:** Saturday before Commencement

u. **COMMENCEMENT:** see Academic Calendar for this date. Usually the third Sunday in May.

v. **Certification Deadline:** After Commencement, departments will have **two weeks to certify students in Graduation Management for May graduation.** **After this deadline, Graduation Management will be shut OFF for departments and students must be certified via Graduation Certification Forms.**

w. **Diploma Return Deadline:** Departments will also have two weeks after Commencement to return any diplomas not given at ceremonies to the University Registrar’s Office. Diplomas should be returned to the Wean Hall rooms, along with a completed Diploma Return Form for each diploma.
Reasons for returning a diploma include:

- **Mail:** Student’s degree is certified, but student was unable to attend Commencement or otherwise unable to receive diploma at the ceremony. The University Registrar’s Office will mail the diploma to the indicated address. **Note:** This is the only time students may elect HUB pick-up after graduation.
- **Re-Order:** Student’s diploma contains an error or became damaged before it was received. The University Registrar’s Office will re-order the diploma and mail it to the address indicated.
- **Pending Certification:** Student is missing one or more requirements for graduation (may be pending transfer credits, incomplete projects, etc.). The University Registrar’s Office will retain diploma until certified by department, at which point it will mail the diploma to the indicated address.
- **Destroy:** Student will not be graduating for the current semester. Diploma will be destroyed.
- **Departments may NOT retain any diplomas OR give out any diplomas after Commencement, for any reason.** They must ALL be returned.

Along with the diplomas, please update diploma tracking for each student on Graduation Management, indicating for each diploma whether it was given at the ceremony or returned.

**Diploma Release Moratorium:** For the two weeks after Commencement, no diplomas will be mailed or made available for pick-up at The HUB. Mailing and pick-ups will begin after this time; this however, is not a guaranteed date, since we will have several hundred diplomas to process.

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For August/December graduates only:

7. The following items apply specifically to **August and December** certification:
   a. **Degree Certification Deadline:** Departments will have **two weeks after the final grades deadline** to certify students in Graduation Management. After this point, Graduation Management will be turned OFF for departments and all certification must be done via Graduation Certification forms.
   b. Students will also have until this deadline to review SIO: Graduation & Diploma and update their diploma name and delivery address.
   c. Diplomas will be ordered the week following the certification deadline. **Only those degrees which are CERTIFIED (not “In Progress”) will be ordered.**
   d. **Diploma Mailing:** August and December diplomas will be shipped to students directly from the printing vendor. An e-mail will be sent to students’ Andrew e-mail accounts when their diplomas are shipped. The printing process takes around 4 weeks, so August diplomas will be shipped in October and December diplomas in February. **Note:** Shipping to international addresses can take several weeks. Diplomas for students with financial holds or who have not provided a valid mailing address will be returned to the University Registrar’s Office instead of being mailed, to be processed and mailed as possible.

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**Commencement Program Review and Production (May Commencement Only)**

Academic departments should review the online galley program proof available through Graduation Management. Please refer to the timeline for pertinent dates. **ALL changes to student data should be made on Graduation Management.** As you make changes on Graduation Management, the data will change and produce new files overnight. In early April, we will out load and send the galley files to Communications Design to produce the printed program. ONE paper proof will be provided, after that, departments will be emailed a FINAL proof. **During the time that Graduation Management is tuned**
Commencement Process Help Document

For all degree candidates, please carefully check the following information for accuracy:

- Candidate Name (check for typos, correct spelling, upper and lower case, preferred diploma name, etc.)
- Type of degree (BS, BA, BHA, MS, PhD, etc.)
- College Name (this is particularly important for candidates from joint degree programs)
- Department Name (play close attention to include any department or program name changes which have taken place in the last year, or to reflect interdisciplinary programs)
- Major Name (Physics, Physics and English, Human-Computer Interaction, etc.)
- Additional Major(s), if appropriate
- Minor(s), if appropriate
- Thesis title, if appropriate (do not use quotes around entire title)
- Advisor’s name(s), if appropriate (do not list titles before or after name and if multiple advisors, please list alphabetically)

**IMPORTANT:** The Commencement Program lists all expected May graduates, as well as expected (upcoming) August graduates and previous-year August and December graduates. The Commencement Program Files will mark previous-year graduates with asterisks (* for August and ** for December), but both expected May and upcoming August graduates will have no asterisks, since they are both present/future.

**Late/Retroactive Degree Certification**

If a student cannot be certified by the Graduation Management deadline, certification must be done via a Graduation Certification form. This also applies to late adding of honors.

There are three separate certification forms, depending on the degree level — Bachelor’s, Master’s, or Doctoral. These forms can all be downloaded as a single PDF from the Graduation Management Documents page. These forms should be used any time a student must be certified when Graduation Management is not available to departments.

**Late Certification Timeframe Guidelines**

In general, all graduates should be certified before the Graduation Management deadline for their respective semesters. However, it is sometimes not possible to submit the certification by the deadline (due to missing signatures, incomplete grades, expected transfer credits, etc.) so departments can use the Graduation Certification forms to certify student after the deadline.

However, there are guidelines as to when it is appropriate to certify a student late and when the student should be moved forward to the next expected graduation semester:

**A student may be certified late if:**

- The student completed all requirements for graduation prior to the deadline, but there are still signatures pending.
- The student was awaiting transfer credits or a missing/incomplete grade in order to have all requirements fulfilled.
- There was departmental error or oversight through which the student was not certified in Graduation Management by the deadline.

**A student should be moved forward to a future semester if:**

- The student still has one or more courses to complete or other graduation requirements not met by the Graduation Management deadline. **This includes thesis defense for doctoral students.**
The student is not working toward any further degrees but is registered for courses in the upcoming semester. This includes thesis defense courses.

All late certifications are reviewed by the University Registrar’s Office and must be signed by the University Registrar prior to certification.

Frequently Asked Questions

Graduation Management

Q. A student who has a CERTIFIED minor, but POTENTIAL major shows his overall status as IN PROGRESS (yellow). Why?

A. A student’s overall status does not change to CERTIFIED (green) unless ALL of their major, additional major(s) and minor(s) are changed to CERTIFIED. If one of the additional major(s) or minor(s) is changed to IN PROGRESS or CERTIFIED, the overall status will change to IN PROGRESS (yellow); even though the major has not changed.

Q. What’s the difference between “Potential” and “In Progress”?

A. “Potential” means that a student is eligible to graduate due to their expected graduation date. However, “In Progress” is a field designed to allow departments to mark a student that they’ve looked at the student initially and will probably graduate on their expected graduation date (80%).

Q. I have a student who is showing up who is not enrolled for spring. Yet, the expected graduation date shows as Syy (and/or the student is missing their major). How do I update this?

A. Check the S3 Academic Records screen under History to find LAST semester that the student was enrolled. Then use S3 Degree Declaration to update the student’s expected graduation date. You can set the graduation date to a future semester, or delete the degree (if you don’t expect the student to return).

Q. I want to make sure that the University Registrar’s Office has my student listed as receiving two degrees (or receiving a Master’s on their way to a Ph.D.) and that they will receive diplomas reflecting both degrees.

A. For students receiving a second degree that does not currently show on Graduation Management/S3 Degree Declaration, or for a student receiving a Master’s degree while they are coded in S3 Degree Declaration for a Ph.D.: Be sure that the degree is entered in S3 Degree Declaration and set as “In Progress” in Graduation Management. This will result in the student having a diploma printed for that degree.

Q. Do changes on S3 Degree Declaration affect Graduation Management?

A. S3 Degree Declaration reflects data in the Student Information System (SIS), as does Graduation Management. When you change data in S3 Degree Declaration, it is reflected in real-time via Graduation Management (as long as you then refresh/reload your browser screen).

Q. On which system should they be entering the advisor’s names?

A. Doctoral advisor’s names must be entered in S3 Degree Certification in the appropriate free-form text box below the doctoral thesis title. Titles (Mr., Mrs., etc.) should not be entered. If there are multiple advisors, please list them alphabetically.

Commencement Program

Q. How will they remove someone who is not graduating as we get near print deadline?
A. Students who are not graduating should have their expected graduation date changed to the next future semester (i.e. from Syy to Fyy or Myy, as appropriate for that student). This change should be made on either Graduation Management or S3 Degree Declaration or S3 Degree Certification.

A student, who is not receiving an additional major and/or minor BUT is graduating with their primary major on time, should have the additional major(s) and/or minor(s) deleted via S3 Degree Declaration.

Q. Should August graduates who intend to walk in the May ceremony be listed on the Commencement page, because they are walking? If not, how do we make sure they are in the Commencement program etc.?

A. They should be listed with an expected graduation date as Myy (August 20xx) and with a status as ‘In Progress’. We will include them in the Commencement program. Myy students will also receive May ceremony information but will NOT be certified or receive a diploma until August graduation date. Note: This does not apply to Doctoral degree candidates, who may not walk at Commencement as expected graduates.

Q. How do I know that the changes I make actually are made on the list of information which is sent to Communications Design for copy changes if I only see one layout?

A. The online Commencement Program Files are updated every day. As you make changes on Graduation Management and related S3 screens, the data will change and produce new files overnight. The same files that will be snapshot and sent to Communications Design in early April to produce the printed version are the SAME files used to produce the daily electronic galley. Communications Design can also see the daily electronic galley in order to compare to their printed version. Track your changes after the early April deadline AND update those changes on Graduation Management for consistency.

Q. How will I be able to make or communicate layout changes, based on corrections that need to be made when I print out the galley from Graduation Management? Can layout changes be communicated on Graduation Management or S3 Degree Declaration? If not, how do I communicate this?

A. You will make ALL of your changes via Graduation Management at the student level. After Graduation Management is turned off before Commencement, communicate changes to commence@andrew.cmu.edu, and we will communicate them to Communications Design. You must also track these changes for final proof review and for updating Graduation Management after it is turned back on for departments.

Q. As a department coordinator, I feel very strongly that I would like to see a printed galley before the program goes to print.

A. We have built in a printed galley review before print, but please keep in mind that you should be looking at the online galley regularly and making the necessary changes. Changes should be reviewed and entered as an ongoing process throughout April. If you see any problems with the printed galley, you still should make your changes in Graduation Management. These changes are communicated automatically to Communications Design.

Q. If I have a question regarding layout, whom do I contact?

A. You must still make your changes in Graduation Management so that they can be sent electronically to Communications Design. All questions and layout concerns should be addressed to Communications Design.

General

Q. Where do students look for information about caps and gowns?

A. They should check out the site: www.cmu.edu/commencement for more information about the ceremony, caps/gowns, etc.