

May 2025 Diploma, Honors, Commencement Program and Diploma Tracking Timeline

Due Date	Activity	Done by	Screen or Application
January			
21-Jan	Fall 2024 students who did not graduate with status of IP or P moved to S25 expected graduation date.	URO	S3
21-Jan	<p>S3: Graduation Management turns ON for departments for May 2025 and upcoming August 2025; Expected graduation dates need to be updated to the best of your knowledge as email communications to students will begin from University Events.</p> <p><i>If a student will not be graduating for May 2025, please move the student to a future semester. If a student has not been in attendance for several semesters due to a leave/withdrawal/etc., please remove their degree on S3: Degree Declaration.</i></p> <p>Email graduation process steps to departments with the following information:</p> <ol style="list-style-type: none"> 1. Review expected May Primary Majors. If making adequate progress, change primary major to "In Progress." If NOT making adequate progress, change expected graduation date to a future date. 2. Review expected May Additional Majors. If making adequate progress, change additional major to "In Progress". If NOT making adequate progress, delete additional major. 3. Review expected May Minors. If making adequate progress, change minor to "In Progress". If NOT making adequate progress, delete minor. 4. Solicit and update master's thesis titles (if applicable) and doctoral thesis titles. 5. If a student has not been in attendance for several semesters due to a leave or withdrawal, remove their degree on S3: Degree Declaration. 6. Identify college and university honors based on seventh semester. If assigning College Honors for a student whose home college is not the College giving the Honors, email must be sent to commence@andrew.cmu.edu for the College Honors to be added to student's transcript. *Refer to page 14 of the Commencement Process Help document (https://www.cmu.edu/es/docs/gradprocess.pdf) for additional instructions. Due March 21 7. Check August 2025 students. Move expected graduation date to a future date if they are not graduating. Ignore the degree status. August 2025 students (Bachelor and Master only) will appear in the commencement program as expected graduates and may walk at Commencement weekend activities. 	<p>URO Departments</p> <p>Departments</p> <p>Departments</p> <p>Departments Departments</p> <p>Associate Dean's Offices</p> <p>Departments</p>	<p>Dlist S3 Gr Mgt/Degree Screens</p> <p>S3 Gr Mgt/Degree Screens</p> <p>S3 Gr Mgt/Degree Screens</p> <p>S3 Gr Mgt/Degree Screens S3 Gr Mgt/Degree Screens</p> <p>S3 Gr Mgt/Degree Screens</p> <p>S3 Gr Mgt/Degree Screens</p>
21-Jan	SIO: Graduation & Diploma application turns on for May and upcoming August graduating students.	URO	SIO
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Due Date	Activity	Done by	Screen or Application
February			
21-Feb	Reminder email of graduation process to May students (forward to departments).	URO	MassMail
21-Feb	Reminder email of graduation process to upcoming August students (forward to departments).	URO	MassMail
21-Feb	Reminder email to academic departments regarding graduation steps and Graduation Fair information. Deadline to update for the diploma order is March 21 .	URO	Dlist
	<i>If a student will not be graduating for May 2025, please move the student to a future semester. If a student has not been in attendance for several semesters due to a leave/withdrawal/etc., please remove their degree on S3: Degree Declaration.</i>		
	1. Review expected May Primary Majors . If making adequate progress, change primary major to "In Progress." If NOT making adequate progress, change expected graduation date to a future date.	Departments	S3 Gr Mgt/Degree Screens
	2. Review expected May Additional Majors . If making adequate progress, change additional major to "In Progress". If NOT making adequate progress, delete additional major.	Departments	S3 Gr Mgt/Degree Screens
	3. Review expected May Minors . If making adequate progress, change minor to "In Progress". If NOT making adequate progress, delete minor.	Departments	S3 Gr Mgt/Degree Screens
	4. Solicit and update master thesis titles (if applicable) and doctoral thesis titles.	Departments	S3 Gr Mgt/Degree Screens
	5. If a student has not been in attendance for several semesters due to a leave or withdrawal, remove their degree on S3: Degree Declaration.	Departments	S3 Gr Mgt/Degree Screens
	6. Check August 2025 students. Move expected graduation date to a future date if they are not graduating. Ignore the degree status. August 2025 students will appear in the commencement program as expected graduates (prior-year August and December are also listed as past graduates). Expected August graduates (Bachelor and Master only) may walk at commencement weekend activities.	Departments	S3 Gr Mgt/Degree Screens
21-Feb	Identify college and university honors based on seventh semester. If assigning College Honors for a student whose home college is not the College giving the Honors, email must be sent to commence@andrew.cmu.edu for the College Honors to be added to student's transcript. *Refer to page 14 of the Commencement Process Help document (https://www.cmu.edu/es/docs/gradprocess.pdf) for additional instructions. Due March 21	Associate Dean's & CFA Offices	S3 Gr Mgt/Degree Screens
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Due Date	Activity	Done by	Screen or Application
March			
3-Mar	Reminder email of graduation process to May students (forward to departments).	URO	E-mail
3-Mar	Commencement program files are available on S3 for departments to download and check student listings. Commencement program files include past August 2024, December 2024, expected May 2025 and expected August 2025 (Bachelor and Masters only). Due March 21	URO	S3: Commencement Program Files
4-Mar	Check for blank diploma names and weird spellings/characters of diploma names.	URO	SDW/S3
4-Mar	Email final reminder to academic departments for Graduation Fair & Diploma Order <i>If a student will not be graduating for May 2025, please move the student to a future semester. If a student has not been in attendance for several semesters due to a leave/withdrawal/etc., please remove their degree on S3: Degree Declaration.</i> 1. Review expected May Primary Majors . If making adequate progress, change primary major to "In Progress." If NOT making adequate progress, change expected graduation date to a future date. 2. Review expected May Additional Majors . If making adequate progress, change additional major to "In Progress". If NOT making adequate progress, delete additional major. 3. Review expected May Minors . If making adequate progress, change minor to "In Progress". If NOT making adequate progress, delete minor. 4. Solicit and update MS thesis titles (if applicable) and PHD thesis titles. 5. Review online commencement program files. Edits can be made on S3 Graduation Mgt or Degree Certification screens. Report issues to commence@andrew.cmu.edu . 6. Check August 2025 students. Move expected graduation date to a future date if they are not graduating. Ignore the degree status. August 2025 students will appear in the commencement program as expected graduates (prior-year August and December are also listed as past graduates). Expected August graduates (Bachelor and Master only) may walk at commencement weekend activities.	URO Departments Departments Departments Departments Departments	S3 Gr Mgt/Degree Screens S3 Gr Mgt/Degree Screens S3 Gr Mgt/Degree Screens S3 Gr Mgt/Degree Screens S3:Commencement Program File
4-Mar	Identify college and university honors based on seventh semester. If assigning College Honors for a student whose home college is not the College giving the Honors, email must be sent to commence@andrew.cmu.edu for the College Honors to be added to student's transcript. *Refer to page 14 of the Commencement Process Help document (https://www.cmu.edu/es/docs/gradprocess.pdf) for additional instructions. Due March 21	Associate Dean's & CFA Offices	
12-Mar thru 13-Mar	COMMENCEMENT FAIR. Bachelor, Master, and May Doctoral students can be sized to purchase and pick up their cap and gown. Other reps will be there to talk with students regarding their diploma, student account & commencement ceremony questions. Vendors will also be available for announcements, rings and diploma frames.	Everyone	Commencement Website
17-Mar	Send final reminder of graduation process sent to expected May students regarding financial holds, ceremony, etc. (forward to departments) before diploma order.	URO	MassMail
17-Mar	Send final e-mail reminder of graduation process to upcoming August students regarding ceremony, etc. (forward to departments).		

May 2025 Diploma, Honors, Commencement Program and Diploma Tracking Timeline

Due Date	Activity	Done by	Screen or Application
17-Mar	Send email reminder to academic departments that commencement program file should be reviewed for accuracy and completeness. College Associate Deans should also review for accurate departmental and degree listings. Due March 21	Departments & Associate Deans	Email
21-Mar	STUDENT MAY DIPLOMA ORDER DEADLINE Final date for May 2025 students to update SIO Graduation & Diploma for the diploma order. Students need to check the spelling of their name and review the diploma template for correctness.	Students	SIO
21-Mar	DEPARTMENT MAY DIPLOMA ORDER DEADLINE Diplomas will be ordered for expected graduation date of S25 and status of 'In Progress' or 'Certified' (if the student completed early) on S3 Graduation. Students with a 'Potential' status will NOT receive a diploma. The diploma contains the student's name, degree, major, additional major and university honors. Minors and college honors are not printed on the diploma.	Departments	S3 Gr Mgt/Degree Screens
21-Mar	FINAL UNIVERSITY HONORS DIPLOMA DEADLINE Diploma will be ordered with university honors listed on the diploma. College honors are not listed on the diploma. Includes Tepper School of Business Masters Programs.	Associate Deans & CFA TSB Graduate Program	S3 Gr Mgt/Degree Screens
21-Mar	UNIVERSITY & COLLEGE HONORS DATASET FLAG DEADLINE based on seventh semester for honors dataset and diploma order. If assigning College Honors for a student whose home college is <u>not</u> the College giving the Honors, email must be sent to commence@andrew.cmu.edu prior to this deadline for the College Honors to be added to student's transcript. *See page 14 of the Commencement Process Help document (https://www.cmu.edu/es/docs/gradprocess.pdf) for additional instructions.	Associate Deans & CFA departments	S3 Gr Mgt/Degree Screens
21-Mar	ONLINE COMMENCEMENT PROGRAM FILE PROOF DEADLINE Review online commencement program files for missing information, names, thesis titles, advisors for Ph.D. students. Edits can be made on S3 Graduation Mgt or Degree Certification screens. Report issues to commence@andrew.cmu.edu .	Departments	S3 Gr Mgt/Degree Screens
22-Mar	S3: Graduation Management is temporarily turned OFF to format the commencement program and order diplomas. Departments need to <u>manually</u> track all degree related changes for the printed commencement program proof through April 13.	URO	S3 Gr Mgt/Degree Screens
24-Mar thru 28-Mar	URO prepares diploma order --review/sort/correct/add box label info; contact departments for correct delivery address; order diplomas	URO/Enr Sys	
26-Mar	Create and distribute honors address dataset for college and university honors to associate deans' offices.	URO/Joy Cavaliero	S3
25-Mar	Order Diplomas. Queue diploma reorders to run weekly every Sunday night Request Honorary Degree Recipients from Events Office	URO/Enr Sys URO/Events	
Important Note: Any May 2025 changes on Graduation Mgt to a students name, primary major, adl major or university honors will automatically re-queue a new diploma. However, we cannot guarantee the diploma will arrive in time for the ceremony. Please review and submit changes by April 11.			
31-Mar	S3 Graduation Management turned back ON for May 2025 and August 2025 for departments. Please note that changes will not be automatically reflected in the Commencement Program PDF Proofs, so you will have to submit these edits while reviewing the PDF.	URO	S3
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April			
28-Mar thru 13-Apr	Commencement Program Information is formatted and reviewed by internal offices (based on data as of 3/21).	URO, Events, Comm Design	
7-Apr	BLANK CASE ORDER DEADLINE. Send email to commence@andrew.cmu.edu with subject line: Blank Cases. List your department, quantity, and office delivery address. Blank Cases will arrive with the diplomas. Please note that this should just be to cover the expected prior-semester graduates/upcoming August expected graduates in attendance, and that these cases must be returned after the ceremony.	Departments	Email from URO
14-Apr & 15-Apr	REVIEW PDF PROOF OF COMMENCEMENT PROGRAM Departments review final program layout.	Departments	Email from Communications Design
17-Apr	FINAL COMMENCEMENT PROGRAM PDF PROOFS DUE AT 2:00 p.m. Departments will be emailed the FINAL program proof by noon. The proof must be approved by 2:00 p.m. Ph.D. candidate info will be pulled from this final proof for the Doctors Hooding program; <u>changes will NOT be accepted after this date.</u>	Departments	Email from Communications Design
28-Apr	May diplomas delivered to the university. URO diploma team moves to WEH 5415 (Diploma Central) for diploma distribution.	URO	
28-Apr thru 29-Apr	May diplomas with Financial Holds or Student Affairs Holds are identified on S3 Graduation Mgt/Degree Screens and held by the URO. A letter replaces the actual diploma. Blank Cases are added to department diplomas with delivery.	URO/SAO	Manual
	** Be sure that all manually 'tracked' changes occurring after March 22 are entered into S3. ** We want S3 and the commencement program proofs to be consistent with changes.	Departments	S3 Gr Mgt/Degree Screens
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Due Date	Activity	Done by	Screen or Application
May			
29-Apr thru 2-May	Diplomas Delivered to Departments. Departments must update S3 Diploma Tracking as DT (In Department) after delivery. Due May 9	FMS	Manual/S3
7-May thru 9-May	Diploma hold releases are delivered to departments <i>until 4p.m. on the 10th.</i>	URO	Manual
5-May	Message to students regarding diploma distribution information and CeDiplomas.	URO	MassMail
7-May	Graduating Student Final Grades Deadline. Departments can start certifying May 2025 students.	Faculty	S3
9-May	Main Commencement Ceremony Programs delivered.	Creative Services	
9-May	DIPLOMA TRACKING REMINDER! Departments must indicate that the department received the students' diplomas (DT) on S3 Graduation Mgt screens before their department ceremony.	Departments	S3 Graduation Mgt
9-May thru 11 May	Diploma Ceremonies are scheduled separately by each department or college where diplomas are distributed to students.		
9-May	Senior Leadership Recognition Ceremony 4-5:30 pm	University Events	
10-May	President's Reception in Honor of Doctoral Candidates 4-6 pm	University Events	
11-May	Main COMMENCEMENT Ceremony for all students 10 am (Students report by 9 am for robing.)	University Events	
12-May	Email departments to certify May graduates. Certification can begin earlier after final grades are submitted. Due May 16	URO	S3 Gr Mgt/Degree Screens
	1. Update Diploma Tracking on S3. Departments must track each May 2025 diploma as DC (Received @ Ceremony) if the student received the diploma at department ceremonies. If student did not attend or diploma requires returning to the URO, indicate this using DG (Destroy), DI (Mail), DP (Reorder), or PE (Pending Certification) tracking codes instead.	Departments	S3 Gr Mgt/Degree Screens
	2. Finish review of expected may Primary Majors . Change primary major to " Certified ". If NOT making adequate progress, change expected graduation date to a future date and set as potential.	Departments	S3 Gr Mgt/Degree Screens
	3. Finish review of expected graduates Additional Majors . Change additional major(s) to " Certified ". If NOT making adequate progress, change expected graduation date to a future date and set as potential.	Departments	S3 Gr Mgt/Degree Screens
	4. Finish review of expected May Minors . *Change minor(s) to " Certified ". If NOT making adequate progress, change expected graduation date to a future date and set as potential.	Departments	S3 Gr Mgt/Degree Screens
	5. Identify college and university honors based on final grades.*Refer to page 13 of the Commencement Process Help document for additional instructions.	Departments	S3 Gr Mgt/Degree Screens
	6. Set diploma tracking codes appropriately in S3 for all diplomas. Return ALL diplomas in department possession to URO using the Diploma Return Form for mailing, pick up, reorders, pending certification or destroys. Return to Commencement Central - WEH 5415 9 a.m. - 4:30 p.m.	Departments	S3 Gr Mgt/Degree Screens
16-May	MAY CERTIFICATION DEADLINE. All May 2025 degrees must be certified in S3 by 11:59 PM EDT. Graduation Certification forms will be required past this date. <i>Note: Doctoral students must have handed in their final dissertations by Commencement to be certified for May 2025.</i>		
17-May	Turn off S3 May Graduation for Departments. Turn off SIO Graduation and Diploma for May 2025 students.	URO	S3 Calendar / SIO

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Due Date	Activity	Done by	Screen or Application
23-May	<b style="color: red;">DIPLOMA TRACKING & RETURN DEADLINE All diplomas in hand must be returned to Commencement Central (Wean Hall 5415, 9 a.m. - 4:30 p.m.) <i>along with a diploma return form</i> . Each student's diploma must have tracking code on S3 entered by department .	Departments	S3 Gr Mgt/Degree Screens
26-May	All status IP or P students for May 2025 will be moved to expected grad date of August 2025.	Departments	S3 Gr Mgt/Degree Screens
26-May thru 6-Jun	Sort and process all returned diplomas; reorder May diplomas; mail Diplomas, etc.	URO	S3 Gr Mgt/Degree Screens
26-May	Turn On S3 Graduation Management for August 2025; SIO Graduation & Diploma remains on.	URO	S3 Calendar
	Questions/Issues? commence@andrew.cmu.edu		
	Student inquiries should go to uro-diplomas@andrew.cmu.edu		