

May 2021 Diploma, Honors, Commencement and Program Timeline

Due Date	Activity	Screen or Application	Done by
March			
1-Mar	<p>S3: Graduation Management turned ON for depts for May 2021</p> <p>1. Continue review of 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.</p> <p>2. Continue review of expected May Additional Majors. If making adequate progress, change additional major to "In Progress". If NOT making adequate progress, delete additional major.</p> <p>3. Continue review of expected May Minors. If making adequate progress, change minor to "In Progress". If NOT making adequate progress, delete minor.</p> <p>4. Solicit and update MS Thesis titles (if applicable) and PHD thesis titles.</p> <p>5. Continue to identify college and university honors. *Refer to page 13 of the Commencement Process Help document for additional instructions.</p> <p>6. Check August 2021 students. Move expected graduation date to a future date if they are not graduating. Ignore the degree status. August 2021 students will appear in the commencement program as expected graduates. Expected August graduates (Bachelor and Master only) may walk at Commencement weekend activities.</p>	<p>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</p> <p>S3 Gr Mgt/Degree Screens</p>	<p>URO</p> <p>Departments</p> <p>Departments</p> <p>Departments</p> <p>Departments</p> <p>Associate Deans & CFA</p>
1-Mar	SIO: Graduation & Diploma application turns on for May students to update diploma name and delivery address.		URO
25-Mar	Email graduation process steps to expected May students regarding diploma name, address, delivery timeline, etc. (forward to departments).	MassMail	URO
25-Mar	Email graduation process steps to upcoming August students regarding diploma name, etc. (forward to departments).	MassMail	
April			
22-Apr	Email graduation process steps to expected May students regarding diploma name, address, etc. (forward to departments).	MassMail	URO
22-Apr	Email graduation process steps to upcoming August students regarding diploma name, etc. (forward to departments).		
May			
7-May	Creative Services pulls list from S3, reviews for anomalies, begins formatting Commencement Program		Creative Services
14-May	Commencement Program Information is formatted and reviewed by Marketing & Communication and University Registrar's Office		URO, Events, M&C
18-May	Email graduation process steps to expected May students regarding diploma name, address, etc.	MassMail	URO
18-May	Email graduation process steps to upcoming August students regarding diploma name, etc.		
23-May	Commencement Virtual Conferral of Degrees		
23-May	PHD COMPLETION DEADLINE - Doctoral students must complete all requirements for certification before the start of Summer semester classes.		
25-May	Student Final Grades Deadline	S3/FIO	Faculty

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26-May thru 04-Jun	Departments certify May graduates. Certification can begin after final grades are submitted. Due June 4 - FINAL DEADLINE	S3 Gr Mgt/Degree Screens	URO
	1. 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.	S3 Gr Mgt/Degree Screens	Departments
	2. 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.	S3 Gr Mgt/Degree Screens	Departments
	3. 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.	S3 Gr Mgt/Degree Screens	Departments
	4. Identify college and university honors based on final grades.*Refer to page 13 of the Commencement Process Help document for additional instructions.	S3 Gr Mgt/Degree Screens	Departments
26-May	ONLINE COMMENCEMENT PROGRAM FILE PROOF DEADLINE Review online commencement program files for missing information, names, honors, thesis titles, advisors for Ph.D. students. Commencement program includes August 2020, December 2020, expected May 2021 and expected August 2021 (except Ph.D. students). S3 Grad Mgmt will remain open, but any changes after this date must be communicated manually to MarComm during proof review (June 7-9)	S3 Gr Mgt/Degree Screens	Departments
26-May	UNIVERSITY/COLLEGE HONORS DEADLINE Honors, both university and college, must be set appropriately in S3. College honors are not listed on the diploma. Includes Tepper School of Business Masters Programs.	S3 Gr Mgt/Degree Screens	Associate Deans & CFA TSB Graduate Program
26-May	STUDENT COMMENCEMENT INFO DEADLINE Final date for May 2021 students to update SIO Graduation & Diploma for the Commencement Program. Students need to check the spelling of their name and review the diploma information for correctness. SIO Graduation & Diploma will remain open after this time in case of address updates.	SIO	Students
27-May	MarComm makes final pull of student information for Commencement program proof.		
June			
4-Jun	MAY CERTIFICATION DEADLINE - All May 2021 degrees must be certified in S3 by 11:59 pm. After this point, a Graduation Certification form must be submitted, and the diploma will be delayed SIGNIFICANTLY.	S3 Gr Mgt/Degree Screens	Departments
5-Jun	Turn off S3 May Graduation for Departments. Turn off SIO Graduation and Diploma for May 2021 students.	S3 Calendar / SIO	URO
7-Jun	Check for blank diploma names and weird spellings/characters of diploma names.	S3	URO
7-Jun	Prep diploma order --review/sort/correct/add box label info; contact departments for correct delivery address;	S3	URO
7-Jun thru 9-Jun	REVIEW PROOF OF COMMENCEMENT PROGRAM Departments review final program layout (PDF).	Email Only	Departments
8-Jun	Order Diplomas based on Certified overall status and valid delivery address in SIO: G&D / S3 Degree Certification	S3	URO/CAS
9-Jun	FINAL COMMENCEMENT PROGRAM PROOFS DUE AT 3:00 p.m. Departments will be emailed the FINAL program proof by noon. The Proof must be approved by 5 p.m; <u>changes will NOT be accepted after this date.</u>	Email Only	Departments
11-Jun	All degree status IP or P students for May 2021 will be moved to expected grad date of August 2021	S3 Gr Mgt/Degree Screens	Departments

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11-Jun	Turn On S3 Graduation Management for August 2021; SIO Graduation & Diploma remains on.	S3 Calendar	URO
17-Jun	Revisions incorporated, final program files sent to printer		Marketing & Communication
July			
2-Jul	Commencement Programs delivered.		Marketing & Communication
8-Jul	May diplomas delivered to the university (estimate).		URO
13-Jul	Staff begin assembling Graduation packets (diploma + program + honors medallions/cords) (estimate)		
17-Jul	Graduation packets mailed (estimate)		
	Questions/Issues? commence@andrew.cmu.edu		
	Student inquiries should go to uro-diplomas@andrew.cmu.edu		