



## 2009 FALL GRADUATION INFORMATION

Saturday, December 12, 2009

Dear Graduate Student:  
2009 Fall Commencement exercises for your college will be held **Saturday, December 12**, at 1 p.m. in the Physical Activities Center on the USI campus. Students who complete degree requirements by December 2009 are eligible to participate. According to our records, you may be a candidate for graduation at the end of the fall 2009 semester. If you are, please read on; if you are not, please disregard this notice. Important graduation information, such as graduation processing, diploma, transcript of grades, ordering of cap, gown, and announcements, and registration to participate in Commencement exercises is outlined in the attached material. I urge you to **carefully read** all of the material so that you are aware of the many aspects of Commencement. More details will be outlined in a subsequent fall mailing. For answers to questions regarding Commencement, contact Hannah Liddle or me at 812/464-1930, or refer to the Commencement Web site at [www.usi.edu/commencement](http://www.usi.edu/commencement).

Sincerely,  
CJ Regin  
Director of Special Events


### PROCESSING FOR GRADUATION

#### 1. Formal Application for Graduation

Each academic college prepares a Formal Application for Graduation for each potential graduate, listing graduation requirements (including courses to be completed), and forwards a copy to the Office of the Registrar. A copy also is sent to you. If you have not received a copy of your Formal Application for Graduation, contact your academic college office **immediately**.

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**FORMAL APPLICATION FOR GRADUATION FOR MASTER DEGREE GRADUATE PROGRAM**

This is to certify that Social Security Number/ID Number \_\_\_\_\_ Master of \_\_\_\_\_ Is a candidate for graduation with the degree of \_\_\_\_\_

The candidate must complete the following courses:

| Discipline | Course No. | Course Title | Credit Hrs. |
|------------|------------|--------------|-------------|
|            |            |              |             |
|            |            |              |             |
|            |            |              |             |
|            |            |              |             |

Total Graduate Hours Required for Degree: \_\_\_\_\_  
Thesis Title: \_\_\_\_\_  
Expected Date of Completion of Thesis: \_\_\_\_\_

When the candidate has successfully completed the courses and required number of credit hours specified above the Thesis (if appropriate) and all other University degree requirements and has a minimum cumulative G.P.A. of 3.00, all requirements for the degree listed above will have been completed. I therefore recommend the candidate for graduation for the degree at the end of the:

Fall Semester    Spring Semester    Summer I Term    Summer II Term    Summer III Term    20

Signature of Graduate Program Advisor \_\_\_\_\_ College of: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Dean \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that the candidate has successfully completed any thesis final project requirements for the degree listed above.

Signature of Director, Graduate Studies \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that the candidate has successfully complete the specified courses above and has a minimum graduate cumulative G.P.A. equal to or greater than that specified above and the candidate has earned equal to or greater than the total hours specified above.

| Signature of Registrar | Date | Cumulative G.P.A./Grad Courses | Total Earned Hours |
|------------------------|------|--------------------------------|--------------------|
|                        |      |                                |                    |

Completion Date: \_\_\_\_\_  
Original: Registrar's Copy   Copy 1: Dean's Office   Copy 2: Student Copy

#### 2. Diploma Form

The Diploma Form requests graduation information. The Diploma Form was to be completed and returned to the Office of the Registrar in the Robert D. Orr Center, or you

may complete one online at [www.usi.edu/reg/diploma.asp](http://www.usi.edu/reg/diploma.asp).

**Important :** Items 1 and 2 should have already been completed. **Students who have not completed their Formal Application for Graduation or who have not completed their Diploma Form, and who plan to graduate this academic year, must contact their academic college.** A Formal Application and/or Diploma Form not completed **by October 1** may delay receipt of the diploma by as long as three months.



**OFFICE OF THE REGISTRAR**  
800 University Blvd  
Evansville, IN 47712  
812-868-1761

**DIPLOMA FORM**  
Please submit IMMEDIATELY to the Registrar's Office.  
TYPE OR PRINT INFORMATION REQUESTED

Social Security Number (Student ID Number) \_\_\_\_\_

Please fill in below **EXACTLY** how you would like your name to read on your diploma. Please use upper **AND** lower case letters to avoid confusion. Please include all periods (.), apostrophes ('), and/or accent marks where they should appear (e.g. period after middle initial, if no middle name is used). If your name changes due to marriage, divorce, or other circumstances, you **MUST** contact the Registrar's Office **IMMEDIATELY**.

First Name: \_\_\_\_\_  
Middle/Maiden Name or Middle Initial: \_\_\_\_\_  
Last Name: \_\_\_\_\_

**DEGREE: I will have met the requirements for a (a): \*\* PLEASE SELECT ONE \*\***

Associate of: Arts \_\_\_ Science \_\_\_ Science in Nursing \_\_\_  
Bachelor of: Arts \_\_\_ Science \_\_\_ Science in Nursing \_\_\_ General Studies \_\_\_  
Social Work \_\_\_ Science in Engineering \_\_\_  
Master of: Arts in Liberal Studies \_\_\_ Business Administration \_\_\_  
Science in Accountancy \_\_\_ Industrial Management \_\_\_  
Science in Education \_\_\_ Science in Nursing \_\_\_ Social Work \_\_\_  
Public Administration \_\_\_ Health Administration \_\_\_  
Science in Occupational Therapy \_\_\_

**GRADUATION TERM: I will complete graduation requirements: \*\* PLEASE ENTER YEAR \*\***

FALL 20 \_\_\_ SPRING 20 \_\_\_ SUMMER I 20 \_\_\_ SUMMER II 20 \_\_\_ SUMMER III 20 \_\_\_

**HOMETOWN:** Each graduate's hometown is listed in the commencement program. Please list **ONE** town and state. I would like the following town and state listed as my hometown: \_\_\_\_\_

If you would like your diploma mailed (once it becomes available) check here  **AND** provide a mailing address below.

No. & Street, Apt. #, Etc. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

If you do not choose to have your diploma mailed, you may pick up your diploma at the Registrar's Office (Orr Center, Rm. 1075) according to the dates listed on your diploma cover insert distributed at the commencement ceremony or at [www.usi.edu/commencement/diploma.asp](http://www.usi.edu/commencement/diploma.asp)

Signature of Candidate for Graduation \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* Ensure your address (es) is/are updated before departing USI so that you will receive alumni information, and other relevant mail\*\*\*\*\*

**COMMENCEMENT CEREMONY**  
Reservations are required for you to participate in the Commencement ceremony. To register, visit

[www.usi.edu/commencement/registration.asp](http://www.usi.edu/commencement/registration.asp).

**You must arrive at the Physical Activities Center no later than 11:30 a.m.** The doors will open to the public at 11:30 a.m. Line-up for the procession begins promptly at Noon. **Flat shoes are required to protect the hardwood floors in the PAC. Do not bring valuables or cell phones into the robing area.** (Cell phones will be collected for the duration of the ceremony.) This area will not be locked. Please take care of all restroom breaks before Noon. Family members are invited to the ceremony; however, seating in the PAC will be limited. Additional information will be available later on the Commencement Web site. Visit [www.usi.edu/commencement](http://www.usi.edu/commencement) for more Commencement information.

**Students needing special accommodations are asked to contact CJ Regin in the Office of Special Events at 812/465-1654 or at [cjregin@usi.edu](mailto:cjregin@usi.edu).**

#### PURCHASING CAPS AND GOWNS

The complete master's outfit (cap, gown, tassel, and master's hood) will be available for purchase **Monday, October 5, through Friday, December 11** in the USI Bookstore or may be ordered online for \$58.99 plus tax. Any graduate with **special size needs (petite, XL, XXL, XXXL)** will need to go to the USI Bookstore to order a gown. The last day to "special" order gowns and be guaranteed delivery by **December 11 is Monday, November 2**. Without the hood, an outfit costs \$28.99 plus tax. Hoods may be purchased separately for \$30 plus tax. Any gown ordered after **November 2** will be assessed a \$15 special handling fee. The Bookstore CANNOT guarantee delivery by Commencement on orders

placed after November 2. Please visit [www.usi.edu/book/graduation.asp](http://www.usi.edu/book/graduation.asp) to purchase your graduation attire online.

## PURCHASING ANNOUNCEMENTS

An order form is available online or you may place orders for personalized announcements at the USI Bookstore. Submit forms to the Bookstore **no later than 3 p.m., Friday, December 11**. Graduation announcements are on sale Monday, October 5, through Friday, December 11. Announcements are \$1.50 each plus tax. You may pick up your personalized announcements in the Bookstore approximately two weeks after the date of order. Visit [www.usi.edu/book/graduation.asp](http://www.usi.edu/book/graduation.asp) to purchase your announcements online.

## COMMENCEMENT HONORS

All graduate students are expected to maintain a minimum grade point average of 3.0, and most master's degree students achieve at much higher levels. Therefore, USI awards Commencement honors only to baccalaureate students, as do many other American universities.

**PLEASE NOTE:** You will not be allowed to wear any honor recognition from clubs or organizations at Commencement.

## DIPLOMA

You will **not** receive your diploma at Commencement. Your diploma may be picked up or you may REQUEST to have it mailed to you. Diplomas (for all graduates who complete the Formal Application and Diploma Form **by October 1**) are available at the Office of the Registrar in the Robert D. Orr Center on or after February 22, 2010.

**Formal Application for Graduation and Diploma Forms turned in after October 1 will delay the receipt of a diploma.**

To have your diploma **MAILED**, visit [www.usi.edu/reg/diplmail.asp](http://www.usi.edu/reg/diplmail.asp). You also may indicate this request on your Diploma Form.

## TRANSCRIPT OF GRADES/ VERIFICATION OF GRADUATION

A transcript of your academic record with your degree shown will be available approximately four weeks following the end of a term. If you need verification of graduation before normal processing is complete, a special processing may be done. Contact Karen Fleming at 812/464-1761, [kkfleming@usi.edu](mailto:kkfleming@usi.edu), or 1-800/467-1965, in the Office of the Registrar before final exams of the term in which you will complete all requirements.

## USI ALUMNI ASSOCIATION

Chartered by the first graduating class in 1971, the Alumni Association has grown to over 27,500 members. Upon graduation you become a member of the association. Your link to USI, the association has many programs, services, and events to offer. Address and employment information may be updated on the association Web site at [www.usi.edu/alumni](http://www.usi.edu/alumni) or at Alumni Self-Service, accessed through MyUSI at

<https://my.usi.edu>. As a graduate, you will receive *USI Magazine* and the alumni e-mail newsletter, *Connect Online*, to keep you informed and connected to USI.

## USI CAREER SERVICES AND PLACEMENT OFFICE

The Career Services and Placement Office (812/464-1865) serves the employment needs of both students and alumni. Graduates and alumni seeking employment assistance should utilize the services of this office in identifying desirable employment opportunities and learning effective job search skills. A variety of services are available to graduates wishing to relocate, as well as to those planning to stay in the tri-state area. Visit [www.usi.edu/careersv](http://www.usi.edu/careersv) for more details.

## COMMENCEMENT KEEPSAKE DVD

In response to requests from graduates and families, a high-quality commemorative DVD of the Commencement ceremony is produced by the University of Southern Indiana Office of Instructional Technology Services in cooperation with the University of Southern Indiana Alumni Association. The disk features the entire ceremony, depicting each graduate receiving the diploma cover. To order, or for more information, call the Alumni & Volunteer Services Office at 812/464-1924, or e-mail [alumni@usi.edu](mailto:alumni@usi.edu). You may order the keepsake DVD online at [www.usi.edu/commencement/ssl/dvds.asp](http://www.usi.edu/commencement/ssl/dvds.asp).

**NOTE: If you feel that your name may be mispronounced, please contact John Deem at 812/464-1757.**

## IMPORTANT

Remember that reservations are **required** for you to participate in the Commencement Ceremony.

To register, visit:  
[www.usi.edu/commencement/registration.asp](http://www.usi.edu/commencement/registration.asp)