



Dear Undergraduate 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, Commencement honors, 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,  
 CJRegin  
 Director of Special Events

**2009 FALL GRADUATION INFORMATION**  
**Saturday, December 12, 2009**

**PROCESSING FOR GRADUATION**  
**1. Formal Application for Graduation**

Each academic college prepares a Formal Application for Graduation for each potential graduate, 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**.

Formal Application for Graduation for DARS-eligible Undergraduates

Office of the Registrar  
 Registrar's Office Use Only

Office of the Registrar: Double degree?  This Term:  Double major?  Other credits? Yes  No

Student Name (L, F, M): \_\_\_\_\_ USI ID #: \_\_\_\_\_

This candidate for graduation is expected to successfully complete all degree requirements for the academic program defined below (degree type/majors/minors) at the end of: \_\_\_\_\_

Degree Type: \_\_\_\_\_

College:	Major/concentration:	Catalog:
College:	Major/concentration:	Catalog:
	Minor:	Catalog:
	Minor:	Catalog:

**Statement of acknowledgement to be signed by the student**

Candidates for graduation must also submit a Diploma Form by visiting [www.usi.edu/reg/diploma.asp](http://www.usi.edu/reg/diploma.asp). The Diploma Form includes your graduation information, your name as you want it to appear on your diploma (correct spelling, punctuation, etc.), and your hometown (to be printed in the commencement program).

To have your diploma mailed to you once it becomes available, create a "diploma mailing" address type on MyUSI (my.usi.edu). After logging in, click the Self Service icon, select Personal Information, then Update Addresses.

Candidates who will attend the commencement ceremony must submit a reservation at [www.usi.edu/commencement](http://www.usi.edu/commencement).

Mailing graduation requirements is each student's responsibility.

I hereby declare my intent to graduate by completing the academic program listed above (degree type, majors, and minors) at the end of the semester indicated. I understand that a change to my academic program, term of graduation, or class schedule may require me to request a revision to my Formal Application for Graduation. If I do not submit a Diploma Form, my diploma will be printed using my name currently on record with the University. I have conferred with my advisor and have reviewed my Degree Audit. I understand what courses are required for me to complete my degree program. I further understand that my Degree Audit must indicate all degree requirements have been met before my graduation may be complete.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the college(s) of the candidate's academic program**

This degree candidate will complete the academic program listed above when they successfully satisfy all degree requirements (as outlined in their Degree Audit), earn a minimum GPA of 2.00, and meet all other University requirements. I recommend the candidate for graduation.

Signature of Department Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean (2nd major or minor): \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Dean (2nd minor or 3rd major): \_\_\_\_\_ Date: \_\_\_\_\_

**Registrar's Office Use Only - do not type/write below this line**

I certify that the candidate has successfully completed the program above and has fulfilled all university graduation requirements.

Signature of Registrar: \_\_\_\_\_ Date: \_\_\_\_\_ Cumulative GPA at USI: \_\_\_\_\_ Total Earned Hours: \_\_\_\_\_

Overall Cumulative GPA/Honors: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**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 office and the Office of the Registrar immediately.** 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  
 812-464-1761

**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 in social conditions. Please include all periods (i.e. 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 (n): \*\*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 (s) 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. Visit [www.usi.edu/commencement](http://www.usi.edu/commencement) for more Commencement information. **Students needing special accommodations are asked to contact CJ Regan in the Office of Special Events at 812/465-1654 or at [cjregan@usi.edu](mailto:cjregan@usi.edu).**

**PURCHASING CAPS AND GOWNS**  
 Caps, gowns, and tassels for undergraduate students will be available for purchase **Monday, October 5 2009, through Friday, December 11, 2009**, in the USI Bookstore at \$26.99 for each complete outfit. All graduates 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 a gown and be guaranteed delivery by **December 11 is November 2.** Orders after this date will be assessed a \$15 special handling fee. The Bookstore CANNOT guarantee delivery by Commencement on orders placed after November 2. All items may be purchased separately. Gowns sell for \$20.99, caps for \$7.99, and tassels, which carry the graduation year, \$5.99. Visit

[www.usi.edu/book/graduation.asp](http://www.usi.edu/book/graduation.asp) to purchase your graduation attire online.

**PLEASE NOTE:** You will not be allowed to wear any honor recognition from clubs or organizations at Commencement. Honors regalia is accorded only to students who have been notified by letter that they are earning Commencement honors or are designated as a graduate of the USI Honors Program. Members of the USI Honors Program should contact Brian Posler for more information at 812/465-7020

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

### **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**

Students who have completed the processing for graduation (see 1 and 2 on preceding page) and are eligible for Commencement honors will be notified by letter from the Office of the Registrar. This letter will be mailed to students in mid to late October. If you do not receive a letter, but believe you should be eligible, contact Karen Fleming in the Office of the Registrar at 812/464-1761, [kkfleming@usi.edu](mailto:kkfleming@usi.edu), or 1-800/467-1965. Honors for Commencement

purposes are based on a student's cumulative grade point average at the end of the summer term immediately preceding fall Commencement. Fall semester grades are not used to compute Commencement honors. Students who will receive a bachelor's degree and meet all of the following requirements are eligible for Commencement Honors. To qualify, a student must:

- 1) have earned a minimum of 30 quality hours at USI by the end of the summer term preceding fall Commencement (does not include satisfactory/unsatisfactory or pass/no pass grades);
- 2) have a minimum cumulative grade point average of 3.6 on all USI courses attempted;
- 3) have a minimum cumulative grade point average of 3.6 on all academic work attempted **from all institutions attended.**

The student with the highest cumulative grade point average (computed at the end of the summer term) will receive the honor of *Summa Cum Laude* at Commencement. In case of a tie, there will be more than one person designated for this honor. Those with a cumulative grade point average of 3.8 or higher will receive the honor of *Magna Cum Laude*. Those with a cumulative grade point average of 3.6 but less than 3.8 will receive the honor of *Cum Laude*.

If a student completes graduation requirements at the end of the fall, spring, or summer terms with a cumulative grade point average equal to or higher than the person(s) designated *Summa Cum Laude* at Commencement, the student also will receive the *Summa Cum Laude* honor. If a student's cumulative grade point

average changes subsequent to computing honors for Commencement, and it changes the student's honors eligibility or designation, the appropriate change will be made on the diploma and transcript.

### **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 will be produced by the University of Southern Indiana Office of Instructional Technology Services in cooperation with the University of Southern Indiana Alumni Association. The DVD 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).

## **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)*