

# GRADUATION, COMMENCEMENT & DIPLOMAS

## Degree Completion Checks

1. In July, the Registrar conducts degree checks for students who have an Anticipated Completion Term of Fall; the Registrar emails the results to the student and their advisor.
2. In December, after Fall Semester grades have been posted, the Registrar conducts degree checks for students who have an Anticipated Completion Term of Spring and emails the results to the student and their advisor.
3. In April, after Summer registration, the Registrar conducts degree checks for students who have an Anticipated Completion Term of Summer and emails the results to the student and their advisor.

Students are responsible for notifying the Registrar's Office to correct an Anticipated Completion Date; it is NOT updated automatically.

## Graduation Application

Students must complete and submit an electronic graduation application, via self-service. The graduation application must be received before a degree is posted. On the application, students must enter answers to the questions below:

- Diploma name
- Phonetic name spelling
- Attend Commencement Y/N
- Pickup Diploma Y/N
- Address for diploma mailing.
  - **Fall Graduation Applications are due October 1**
  - **Spring Graduation Applications are due March 1**
  - **Summer Graduation Applications are due April 1**

## Graduation Fee

There is a \$175 mandatory graduation fee for degree-seeking students expected to receive an Alverno College degree, except for students in the MS in Educational Psychology (SPY.E.MSED). The MS in Educational Psychology students receive a diploma, but are not charged the graduation fee and cannot participate in Commencement (they do this when they earn the EDS in School Psychology (SPY.E.EDS)). The graduation fee is a one-time non-refundable fee.

## Participation in Commencement

Alverno College believes in the value of participation in Commencement and the value of students sharing in the event with their peers.

Only degree-seeking students, except for the MS Educational Psychology graduates, who have completed, or are anticipated to complete, all requirements for a degree, as verified by the Registrar, and who have submitted a graduation application, may participate in Commencement.

Students who completed degree requirements the preceding Fall Semester may participate in Commencement the following Spring semester. Fall graduates have their degree posted and their diploma mailed before the end of January, if they do not have financial obligations to the College.

Undergraduate and Graduate students who complete degree requirements in the Summer are eligible to participate in Commencement the preceding Spring Semester, if they are within 9 credits of completion and are enrolled in the 9 credits during the summer.

### There are three program exceptions:

- Students in the Direct Entry MSN (BSN/MSN) program must be within 16 credits and enrolled in the 16 credits in the summer to participate in Commencement.
- Students in the Community Psychology (MSCP) program must be within 6 credits and enrolled in the 6 credits in the summer to participate in Commencement
- Students in the Doctor of Nursing Practice programs (Direct Care, Executive Leadership, Educational Leadership), who complete degree requirements in the Summer may participate in Commencement the preceding Spring Semester, if they have no more than DNP 930 and DNP 960 remaining and are enrolled in these 2 courses during the summer.

Summer graduates have their degree posted and diploma mailed by mid-September, if they do not pick it up from the Registrar's Office and do not have financial obligations to the College.

Requirements for Spring graduates must be completed by the last day of Spring Final Assessments. Some departments and programs may have earlier deadlines for the completion of requirements.

The Registrar's Office allows Fall and Summer graduates to pick up diplomas within a few weeks of posting the degree; after the date, diplomas are mailed. Spring graduates have their diploma mailed to the student's diploma address, as listed on the Graduation Application, after verifying all requirements are complete, including payment of the Graduation Fee and any outstanding balance to the Student Account Office. All degree-seeking students, regardless of participation in Commencement, must pay the full Graduation Fee.

No additional majors, minors, tracks, specializations can be added after a degree has been posted, unless the student applies for readmission or reinstatement and declares a different major.

### Stoles and Cords (worn at Commencement)

Alverno graduates may choose to wear stoles and/or cords that honor their cultural heritage or academic journey, including:

- Asian heritage stole - purchased by student to honor Asian heritage
- Kente stole - purchased by student to honor African heritage
- Sarape stole - purchased by student to honor Latinx heritage
- International or study abroad stole - purchased by student to honor countries of origin or where they studied
- Stole of gratitude - purchased by student to bestow to a loved one as a token of gratitude
- Athletic stole - provided by Athletic Department for eligible student-athletes
- Burgundy Cord - denotes a Doherty Scholar, provided by Center for Academic Excellence
- Dark Green Cord - denotes a New Futures in Science and Mathematics Scholar, provided by NSMT department
- Blue and Green Cord - denotes a First Generation student, provided by Student Success
- Purple and White Cord - signifies membership in Sigma Theta Tau, an international nursing honor society, provided by Nursing

- Royal blue cord - denotes a Promise Scholar, provided by Advising
- Teal cord – Sister Thea Bowman Scholars

## Commencement Program

The Commencement Program contains the Diploma Name from the graduation application, with a footnote indicating the official graduation date. The Diploma Name is announced at Commencement.

### Cultural Ceremonies

Alverno students coordinate cultural celebration ceremonies (Latinas con Fuerza, Bestowing of the Kente, and Asian Rights of Passage), which are open to both graduate and undergraduate students. Some undergraduate and graduate programs also hold program specific events coordinated by their departments such as the EdD residency and the nursing pinning ceremony for BSN and BSN/MSN (DEMSN) students. These related events are not required for graduates to attend but are highly encouraged.

### Graduation Honors

Undergraduate students are nominated for honors (<https://catalog.alverno.edu/acadpol/grcommndip/acadpol/honors/>) by their Major discipline faculty following a review of their academic work. Honors acknowledge undergraduate service-minded scholars. The criteria for honors are centered on two broad categories, academic excellence, and service excellence. These two categories are rooted in the philosophy underlying the Alverno curriculum, which effectively integrates academic achievement with professional and personal life.

Students who excel in academic achievements and in service to their communities and who, according to the judgment of the Honors Committee, have met the criteria for honors, receive a personal citation and graduate with Honors. College honors are noted in the Commencement Program.

### Diplomas

Diplomas contain the following information:

- Student's Diploma Name
- Degree
- Honors as submitted by November 1 (Fall); (April 1 for Spring & Summer)

The date on Fall & Summer diplomas is the last day of classes for the term. The date on Spring diplomas is the Commencement date.

The Registrar's Office mails diplomas to the student's home or diploma address within 6 weeks after the end of the semester/term if there are no financial holds on the student account. This allows time for final progress codes, reviews by school/college degree clearance staff, posting of the degree to the student record (transcript), and processing of the diploma.

**Duplicate Diplomas** can be ordered from the Registrar's Office by submitting a Duplicate Diploma request at a cost of \$35. The Registrar's Office mails duplicate diplomas (they cannot be picked up). If diplomas must be mailed internationally, students bear the additional cost.

**Apostille Diplomas/Transcripts** are usually required for international jobs or educational institutions and must contain the Notarized signature of the Registrar with the statement below typed on to the reverse side of the diploma.

- "State of Wisconsin, Milwaukee County:"
- "This diploma was signed before me on (date) by (name of person signing before the notary) (Registrar)"
  - "Notary's Signature
  - "Notary's expiration date
  - "Notary's seal"

Following the Notarized signature of the Registrar, the Wisconsin Secretary of State must certify the documents. The State estimates 7 to 10 days for standard service and 2 to 4 business days for an expedited request. The Registrar's Office sends the notarized document(s) to the Wisconsin Secretary of State; they return the document, with certification, to student/entity listed on the request form.

- An apostille diploma costs \$100, an expedited service costs \$150.

Diplomas are mailed via USPS Priority 2-Day Mail. The Registrar's Office does not offer expedited or trackable mailing.