



Tinley Park Campus  
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Tinley Park, IL 60477  
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Dear Potential Graduate:

Graduation is rapidly approaching and to make sure you graduate on time please update yourself on the following information.

If your name does not appear on the potential graduate list, posted at various spots throughout the building, you need to see the Registrar's Office in Room 2212 immediately to find out your graduation status and fill out the Application for Graduation. If you are planning on transferring credits from other College/University, in order to participate in the graduation ceremony you must provide proof that you will be able to have any final transfer credits in to the Registrar's Office by March 16, 2008. If the Registrar's Office does not receive an official transcript by the end of business on that date, you will be considered a graduate for the Spring 2008 term and will not receive your diploma until 6-8 weeks after that term's graduation. Your name will not appear on the posted potential graduate list until all transfer credit has been received. Once your Program Dean has reviewed your transfer credit and potential graduate status is confirmed, your name will appear on the posted lists.

All students will receive their diplomas, by mail, 6-8 weeks after the end of the term. This is standard procedure for most colleges and universities. If your address changes during this time frame it is your responsibility to notify the Registrar's Office in writing of the change. Be sure to note on the address change form that you are a graduate.

All students with a cumulative GPA of 3.5 or higher, **in the term prior to the graduating term**, will receive honor cords. These are the honors that will be reflected in the graduation program as well and may change depending on your final grades. Grades are not available prior to graduation, therefore graduation honors will not be granted after Senior Days. Honor cords will be distributed during Senior Days only. No honor cords will be distributed at graduation as in the past. Your final transcript and diploma will show any changes in your honors status.

All potential graduates must have a cumulative GPA of 2.0 in order to graduate. Participation in the graduation ceremony does not guarantee your being a graduate.

If you need to make changes to the way your name appears on your diploma please stop by the Registrar's Office during Senior Days (see enclosure). Any requests for changes made, once the diploma has been ordered, will result in an additional \$5.00 fee.

Congratulations on your upcoming graduation. You have worked hard and it's time to celebrate your achievement.

Sincerely,

Eva Ludwiczuk  
Registrar – Tinley Park Campus