



## ***Office of the University Registrar*** ***Frequently Asked Questions About Graduation***

1. *What if I fail to submit my application by the deadline?*

**You may still submit an application via your academic department if you have missed the initial deadline. However, failure to submit this form by the posted deadline will delay processing of your academic record and diploma order.**

2. *How do I make changes to my application once it has been submitted?*

**You must submit all changes to your academic department. If you have a CHANGE OF GRADUATION DATE, it is imperative that you contact your academic department in order to avoid unnecessary graduation fees and academic record hold. Change of address must be submitted in writing through email.**

3. *Will I be able to participate in commencement if I have outstanding courses and/or credits in my major and/or minor?*

**Students with 1-6 outstanding credits may petition to participate in Commencement activities. Students who file an application for graduation, but fail to complete all graduation requirements as planned, are required to submit a new application for graduation for the term in which they will complete all requirements.**

4. *When and how will I know that I have been cleared for graduation?*

**Confirm that you have applied and met all degree and/or minor requirements with your advisor and/or chair. Check your holds for any deficiencies, watch your CAU email account for status emails from the Registrar's office, and check in with your academic office.**

5. *What grade point average constitutes Latin honors?*

**Latin Honors – Based on GPA following the fall semester grades (refer to 2012 catalogue year):**

- **Cum Laude – cumulative grade point average of 3.25-3.49 with no final course grades below “C”**
- **Magna Cum Laude - cumulative grade point average of 3.50-3.79 with no final course grades below “C”**
- **Summa Cum Laude - cumulative grade point average of 3.80 and higher with no final course grades below “C”**

6. *How will my name appear on my degree and in the commencement program?*

**Your name will appear as listed in Bannerweb. If you change your name after your diploma has been ordered you will incur the reprinting charge.**

7. *Is there a graduation fee and what does it include?*

**Yes. A fee \$200 is charged to all seniors who have submitted a degree application at the opening of the intended registration term. The fee will cover your cap and gown, diploma, miniature diploma, diploma cover, official transcript, 10 commencement announcements, first year of national alumni membership, and other expenses associated with graduation.**

8. *How many tickets will I receive for commencement and is there reserved seating?*

**There are no tickets associated with the baccalaureate and commencement ceremonies. Seating for guests is on a first come first served basis. However, there will be accommodations made for those guests with physical disabilities. Only one person is allowed to accompany the disabled person.**

9. *Where do I get information concerning graduation regalia, announcements, and pictures?*

**Senior Pictures**

**Curtis McDowell**

**(678) 410-6504**

**[curtismcdowell@bellsouth.net](mailto:curtismcdowell@bellsouth.net)**

**Graduation Products**

**Clark Atlanta University Bookstore**

**[www.cau.bncollege.com](http://www.cau.bncollege.com)**

**(404) 880-8563**

**Herff Jones**

**[www.herffjones.com/college/cau](http://www.herffjones.com/college/cau)**

10. *What is the dress decorum for commencement?*

**Males**

- ❖ Black or navy blue suit
- ❖ White dress shirt
- ❖ Black or blue tie
- ❖ Black dress shoes
- ❖ No earrings

**Females**

- ❖ All black or all white knee-length dress or suit
- ❖ Black pants are permissible
- ❖ All black closed-toe shoes
- ❖ Flesh colored (skin-time) stockings
- ❖ Small earrings

❖ Decorated caps will not be permitted.

❖ Only University issued honors cords will be permitted. Stoles from various organizations are allowed.