



TO: Academic Deans

FROM: Kasey Cummins
Communication and Administrative Specialist
Office of Academic Affairs

DATE: January 3, 2019

RE: Chancellor's Scholars: Submission due February 8

Now that the spring semester is about to start, it is time to begin thinking about your school's top students who could be named this year's Chancellor's Scholar. Please use the following criteria to select your scholar no later than **Friday, February 8:**

1. One (1) student from each designated academic unit is to be selected.
2. Your selection should be a degree-seeking student in the final year of the program and have the highest cumulative grade point average as determined by the criteria of your school or division.
3. The student selected should have met the stated criteria at the end of the fall semester; they may be a December, May, or summer graduate.
4. The student selected from your unit should be readily available to attend the recognition ceremony; therefore, it should not be a student who has moved too far away from the Indianapolis area.

This year the Chancellor's Academic Honors Convocation will be held on **Thursday, April 18, 2019**, in the **Hine Hall Auditorium**. The ceremony **begins at 3 p.m.** and is followed by a reception. Scholars may invite as many family and friends to attend as they wish. A formal invitation to the Convocation will be sent via e-mail following spring break.

Once your selection is made, you (or your designee) should contact the student as soon as possible to:

- Inform them of their selection as the Chancellor's Scholar for your academic unit;
- Ascertain the student's availability for the ceremony; and
- Notify the student that the Office of Academic Affairs will provide their cap and gown free of charge for this ceremony. The gown provided can also be worn for the student's graduation ceremony.

While our office will contact your scholar, it is important to advise the student as soon as possible about the academic apparel to prevent duplicate orders.

Please provide information regarding your scholar through the [online nomination form](#) no later than **Friday, February 8, 2019**. The information you will be expected to provide includes:

1. Student's proper name as they would like it to be listed in the program
2. Student's identification number
3. Student's current mailing address
4. Student's accurate phone number
5. Student's current email address
6. Verification of student's intent to participate in the program
7. The name of the dean or associate dean who will represent your academic unit at the convocation and who will also escort your scholar to the stage
8. Words of recognition and appreciation. Please submit several (maximum of three) sentences highlighting the successes of your scholar. Your submission will be included in the program.

Thank you for your assistance with this important recognition of our students.

If you have any questions or concerns regarding this request, please do not hesitate to contact me at kaalcumm@iupui.edu or 317-274-8974.

Best,

Kasey Cummins

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