

Preparing for the Commencement Ceremony

There are two commencement ceremonies held throughout the year. Commencement ceremonies are held in May for students receiving degrees at the end of the Spring and Summer semesters and in December for students graduating at the end of the Fall semester.

PETITION FOR GRADUATION

Graduate students must petition for graduation. To do this you must go on-line to the Graduate System in GUS and select Graduation from the menu bar on the left. The system will lead you through three different screens for you to complete, with the last screen providing you the billing for graduation fees. Please print this screen and take the sheet with you to the Cashier's office to pay your fee, or you may call Cashier's (620-235-4092) or the Graduate office (620-235-4223) to pay the fee (you will need your receipt to pick up your graduation regalia from the bookstore). Remember to check your name and diploma mailing address as it appears on the second screen to ensure accurate information. The deadline to petition for graduation each semester can be found at the following link, listed under final day to apply for degree: <http://www.pittstate.edu/calendar/>. If you do not petition prior to this date, your information will not be included in the commencement program.

If you petitioned last semester and then did not graduate you must re-petition on-line, but you do not need to pay fees again.

GRADUATION REGALIA

All graduate students who wish to participate in the commencement ceremony will wear caps, gowns and hoods. Candidates who have not already obtained their regalia should contact the University Bookstore (620-235-4875). You will need your receipt from paying your graduation fees to collect your regalia. Please be aware that you will not be able to collect your regalia if you have not already petitioned for graduation and paid your graduation fees.

Off-campus students will receive email notification during the semester in which they will attend the commencement ceremony of any special arrangements for collecting their regalia.

The cap should be worn with (1) the deep part at the back of the head, (2) the hair completely concealed in front, (3) the top level, (4) the tassel over the right temple at all times. Caps should not be removed at any time during the ceremony, except during the National Anthem. All men should remove their caps at that time and then immediately replace them after the Anthem has ended (removing the cap during the National Anthem is optional for women). Corsages and/or jewelry should not be worn on the gowns and no other items should be carried. All candidates should wear dark shoes. Women should wear dark slacks or dresses and men should wear dress shirts with ties and dark slacks.

HOODING

Ed.S degree candidates should have their hoods unbuttoned and carry them over their arm to the stage. These candidates will be hooded by their Academic Advisor or the Graduate Dean as they cross the stage.

Master's degree candidates should wear their hoods throughout the ceremony. If you are not sure how to wear it, there will be someone available to assist you at the name card station prior to the processional.

GRADUATE DEAN ACADEMIC HONORS

Graduate students who have earned a cumulative grade point average of 4.00 in their degree program at the time of graduation will graduate with the designation Graduate Dean Academic Honors. These graduates are distinguished by wearing a double gold cord at the commencement ceremony. Students who have earned this distinction will be notified with instructions regarding obtaining their cords prior to the ceremony. The Graduate Dean Academic Honors designation will appear on the student's transcript.

COMMENCEMENT REHEARSAL

No rehearsal will be held. Please see Your Graduation Day – Agenda at the following link to learn more about where to meet, how to line up and the processional:
<http://www.pittstate.edu/office/registrar/your-graduation-day-agenda.dot>. There will be a Marshall to assist you with the process during commencement.

NAME CARDS

Each student who has petitioned to graduate can obtain their name card prior to the commencement ceremony at the east concession stand. If your name is difficult to pronounce and/or is often mispronounced, please write a phonetic spelling of your name directly on the name card. If there is not a name card already made for you, please request a blank card and write in your name.

PROCESSIONAL

Please be prepared for the professional to begin by 7:15 p.m. on Friday or by 9:45 a.m. on Saturday. You should be dressed in your regalia, have your name card, and be in your processional area by this time. The processional area for graduate students is the south handball court, which is located in the north-east area of the first floor. Processional begins promptly at 7:25 p.m. Friday evening and 9:55 a.m. on Saturday morning. Please be aware that, if you wish to sit beside another graduate during the ceremony, you should be in front or behind them in line, NOT beside them. The two lines will split and end up seated on different sides of the auditorium.

PROGRAMS

There will be a program in your seat once you are in the auditorium. Please do not take your program with you when you proceed to the stage. After crossing the stage, you will return to the same seat.

Students who petitioned to graduate and paid their graduation fees after the final day to apply for degrees will not be listed in the commencement program. You may still participate in the ceremony by simply requesting a blank name card at the east concession stand and writing in your name, as explained above in the Name Cards section. However, please be aware that you must still pay the graduation fee prior to the ceremony in order to obtain your regalia from the bookstore.

DIPLOMAS

Your diploma will be mailed to you during the following semester, provided all graduation requirements have been met. If you selected that you would prefer to pick your diploma up from the Graduate office when you petitioned for graduation, the Graduate office will contact you when your diploma is ready. If you attend the commencement ceremony, you will be given an empty diploma cover. If you do not attend the ceremony, your diploma cover will be included when you receive your diploma.

SAFETY

Your safety is of our utmost importance. Please take a moment to acquaint yourself with the building and the exits. Should an emergency arise, please listen for announcements to safely direct you. You can view PSU's Severe Weather Emergency Plan at this link: <http://www.pittstate.edu/pres/crisis/policies/SEVERE-WEATHER-PLAN.pdf>.

An ambulance will be parked at the southwest doors of the Weede Gymnasium during the Commencement ceremonies. Refer any person needing medical assistance to the personnel stationed with the ambulance.