



## Commencement Ceremony Instructions

Graduation information is also available at  
<http://www.du.edu/commencement>.

March 31, 2016

Dear Graduation Candidate,

The University of Denver graduate spring Commencement Ceremony will be held in the Magness Arena of the Daniel L. Ritchie Center, located at 2201 East Asbury Avenue. Commencement will take place on Friday, June 3, 2016 at 4:00 p.m. and will last approximately two hours. Participation is optional. Students participating in the commencement ceremony are required to wear the University of Denver's designated academic regalia of cap and gown. Following the commencement ceremony, a reception will be held for graduating students and their guests, weather permitting, outside of the Ritchie Center. Tickets for commencement are not necessary; all seating is general admission.

**What:** Graduate Spring Commencement Ceremony.

**Who:** Graduates of autumn 2015, winter 2016, and candidates for spring 2016.

**When:** Friday, June 3, 2016

**Where:** Magness Arena at the DU Ritchie Center

**Time:** The Commencement Ceremony begins at 4:00 p.m.

- **Report to Hamilton Gymnasium at 3:00 p.m.**
- Members of the audience should be seated by 3:45 p.m. No seating will take place during the procession.
- A reception will be held immediately following the ceremony for graduating students and guests.

**R.S.V.P.:** In order to participate in commencement, you must be an autumn 2015 or winter 2016 graduate or a spring 2016 quarter candidate, and you must confirm your attendance here:

[https://udenver.qualtrics.com/jfe/form/SV\\_3WAndRICOJE3RIP](https://udenver.qualtrics.com/jfe/form/SV_3WAndRICOJE3RIP).

Doctoral candidates, please confirm your attendance by **April 19, 2016**.

Master's candidates please confirm your attendance by **May 6, 2016**.

Please note that submitting an R.S.V.P. for commencement is not the same as applying to graduate. If your degree was not conferred in autumn 2015 or winter 2016 and you have not applied for spring quarter graduation, you are not eligible to participate without approval. Graduation application status can be confirmed in PioneerWeb.

**Attire:** All participants are required to wear the appropriate academic regalia. Candidates for doctoral degrees will be vested with the hood at the time of the presentation of the diploma. Doctoral candidates will carry the hood, draped over their left arm as they proceed across the stage. The candidates will then be vested and the diploma presented.

### IMPORTANT ADDITIONAL INSTRUCTIONS FOLLOW:

**Please note:** This letter does not certify clearance for graduation. Degree candidates are responsible for successful completion of work in progress, removal of incomplete grades and clearance of any other academic issues affecting graduation. Graduating students are not excused from classes or final examinations.

The following information is listed on the second page...**PLEASE READ!!!!**

- ✓ Grad Fair
- ✓ Ceremony Procedures and Conduct
- ✓ Diploma Case/Diploma
- ✓ Class Rings and Announcements for Graduation
- ✓ Financial Aid and Bursar's Office Exit Interviews
- ✓ Post-Graduation Plans

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## Grad Fair

When: Thursday, June 2

Where: Hamilton Gymnasium, Ritchie Center

Time: 9:00 a.m. – 8:00 p.m.

Cost: Master (cap, gown, hood, tassel): \$48.00 (includes sales tax)

Doctoral (cap, gown, hood, tassel): \$50.00 (includes sales tax)

Cap and gown rentals on Friday, June 3, from 10:00 a.m. to 12:00 p.m., have been reserved for emergencies and for out-of-town students only. Students are encouraged to acquire their regalia on Thursday, June 2. All gowns must be returned to tables in Hamilton Gymnasium immediately after commencement. Graduates are welcome to keep their mortarboards and tassels as souvenirs. Persons interested in purchasing regalia, please contact the Willsie Company representative, [Diane Phillips](#), at 720.273.7729.

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## Ceremony Procedures & Conduct

Participants should report in cap and gown to Hamilton Gymnasium no later than 3:00 p.m. on Friday, June 3, 2016. Leave bags, purses and other large items with friends or family. We do not have a secure place to store any items you bring with you, so please plan ahead. Locate the sign indicating your school and degree. You will be given a card with your name, which you will later hand to the Reader as you walk onto the stage. Please indicate phonetic pronunciation on the card. Each degree is arranged in alphabetical order, as the names of students will be read. You will proceed across the stage to be greeted by the chancellor and provost and to receive a diploma case. The tassel on your cap is worn on the left front side at all times. Gentlemen should remove their caps during the national anthem and invocation.

Commencement is a formal ceremony in which the University honors its graduates. It is considered inappropriate for food or alcoholic beverages to be present. We expect that students will fully comply with the University's Honor Code. Disturbances to the Ceremony will not be tolerated. Any individual involved in disruptive actions will be removed from the ceremony and any interference will be appropriately handled through the Office of Citizenship and Community Standards.

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## Diploma Cover/Diploma

A diploma cover will be handed to degree candidates as they cross the stage during the ceremony.

Spring quarter doctoral degree recipients will receive their diplomas during commencement, provided graduation can be finalized and holds are cleared.

**It is very important that you verify your mailing address and hold status at <http://pioneerweb.du.edu>.** Any past due obligations (parking tickets, library fines, tuition accounts past due, exit interviews for loans, et cetera) will hold your diploma. Your diploma will be mailed to your current *mailing* address. Your current address information and hold status may be viewed by clicking on the "Student" tab. **Your diploma will be mailed six to eight weeks after graduation.**

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## Class Rings and Announcements for Graduation

Information regarding the purchase of graduation announcements, diploma frames, and class rings is available through the University Bookstore. Direct questions concerning these items to the Bookstore at 303.871.3251.

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## Financial Aid and Bursar's Office Exit Interviews

Graduating students who have borrowed a Federal Direct or Direct loan while attending the University of Denver are required to complete exit counseling online at [www.StudentLoans.gov](http://www.StudentLoans.gov).

Graduating students who have borrowed a federal Perkins loan at DU are required to schedule an exit interview with the Bursar's Office. The Bursar's Office can be reached at 303.871.4901.

Both the Office of Financial Aid and the Bursar's Office will send detailed information.

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## Post-Graduation Plans

The U. S. Department of Education requires the University of Denver to gather information on the plans of its graduates. At the time you receive your cap and gown, you will be asked to complete a form on employment and/or graduate school plans. If you are not participating in commencement, please complete the [survey online](#).

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