



UNIVERSITY of
DENVER

OFFICE OF GRADUATE STUDIES

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Commencement Ceremony Instructions

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

April 11, 2017

Dear Graduation Candidate,

The University of Denver Graduate Spring Commencement Ceremony will be held in Magness Arena at the Daniel L. Ritchie Center and streamed live on the web. Commencement will take place on Friday, June 9, 2017 at 4 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, hood 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 2016, winter 2017, and candidates for spring 2017.

When: Friday, June 9, 2017

Where: Magness Arena at the DU Ritchie Center

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

- **Report to Hamilton Gymnasium NO LATER THAN 3:00 p.m.** Entry will be permitted through the west doors only (across from the Peter Barton Lacrosse Stadium).
- Members of the audience should be seated by 3:45p.m. No seating will take place during the procession.
- A reception will be held immediately following the ceremony for graduating students and guests.

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

Grad Fest

Come to the Bookstore and Driscoll Bridge between 10 a.m. and 6 p.m. on April 6 to order your cap, gown and announcements. Take professional headshots and enjoy live music and food throughout the day.

If you can't make it to Grad Fest, you'll be able to order your regalia online through April 7-April 28. After that, you can still order in person at the Bookstore or over the phone (call 303-871-3251) until May 15.

Ceremony Procedures & Conduct

Participants should report in cap and gown to Hamilton Gymnasium no later than 3 p.m. on Friday, June 9, 2017. Leave bags, purses and other large items with friends or family as we don't have a secure place for you to store any items you bring with you. Locate the sign indicating your academic unit and degree. You will be given a card with your name, which you will later hand to the reader as you walk on the stage. If needed, please indicate phonetic pronunciation of names on the card. Each degree group is arranged in alphabetical order. You will proceed across the stage to be greeted by the chancellor 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 handled through Student Conduct.

Diploma Cover/Diploma

A diploma covers 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://pioneer.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 current address information and hold status may be viewed by clicking on the "Student" tab. **Your diploma and a transcript will be mailed six to eight weeks after graduation.**

Your diploma will be mailed to your current mailing address.

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.

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.

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, login to [Pioneer Careers](#) and tell us about your post-graduation plans or update your status on the landing page.
