



## Winter Commencement Ceremony Information Booklet

FRIDAY, DECEMBER 22, 2023



Dear graduate,

On behalf of the entire university community, I'm pleased to extend my congratulations and best wishes in these days leading up to commencement. This occasion marks the culmination of a great deal of hard work on your part, and we look forward to celebrating this accomplishment with you in December.

The commencement ceremony is scheduled for **Friday, Dec. 22 at 6:30 p.m.** in the Athletics and Recreation Center. In the following pages you will find additional details about the night's event and the support services we will have in place to create a memorable occasion for you and your guests.

As the ceremony approaches, please check your email and visit the Fitchburg State homepage, where we will be posting any updates or amendments to the plans outlined in this booklet. In the event we need to reschedule the ceremony because of weather, that decision will be posted on the university homepage by the morning of Friday, Dec. 22.

Congratulations again, and good luck with the remainder of the semester.

Sincerely,

  
Richard S. Lapidus  
President







## ACTION ITEMS

### ■ Clearance for Graduation and Confirmation of Attendance

To confirm that you have been cleared to participate in graduation as well as to indicate whether or not you will attend, please log in to your Web4 account. Click on **Student, Student Records**, then **View Graduation Application**. You should be able to see your attendance record in the Attend Ceremony field.

If you have any questions, please contact the Registrar's Office at 978-665-4196 or email [registrar@fitchburgstate.edu](mailto:registrar@fitchburgstate.edu).

### ■ Important Reminders

If you took courses at another university, transcripts from that university must be received in the Registrar's Office by **Friday, Jan. 5**. Grades for incompletes must also be in by Jan. 5.

All unresolved obligations such as library fines, student loans, unpaid bills, and residence hall damages must be settled before an official transcript can be issued.

### ■ Caps and Gowns

Caps and gowns will be available for purchase through the bookstore in Hammond Hall and online. The cost for the entire package is \$60 for bachelor's, \$65 for master's and \$67 for CAGS. The sleeves of the gown indicate the degree the individual has completed. The bachelor's degree has long, pointed sleeves, while the master's has oblong sleeves, open at the wrist, with the front part cut in an arc. The hood distinguishes the institution from which the wearer is graduating and the degree being awarded. The bookstore hours for the week of graduation are: Monday and Tuesday, 9 a.m. – 6 p.m.; Wednesday and Thursday, 9 a.m. – 4:30 p.m.; and Friday 9 a.m. – 3 p.m. Please contact the bookstore directly with any questions concerning academic regalia at 978-665-4026.

### ■ Diplomas

All diplomas will be mailed to graduates in January 2024 to be placed in the diploma cover you receive at the ceremony. Your name will be engraved on your diploma as you indicate on your commencement application. Care is taken to accurately produce your diploma. In the event that we make a mistake, promptly contact the Registrar's Office and a corrected one will be issued.

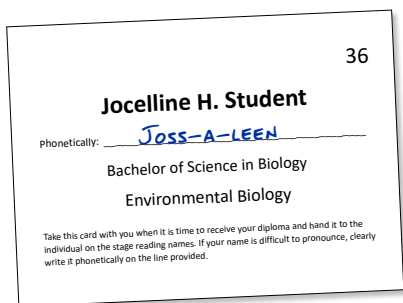
### ■ Accommodation Requests See page 5.

## CEREMONY INFORMATION

### ■ Commencement Ceremony Schedule

Commencement is scheduled for **Friday, Dec. 22 at 6:30 p.m.** There is no rehearsal. **Please arrive at the Athletics and Recreation Center no later than 5:30 p.m.** Volunteers will be available to assist you. The ceremony will be approximately two hours long.

The guests' seating area will open at 4:30 p.m. Graduates will be lined up alphabetically within their division and major. Your name will be read as you cross the stage to receive your diploma cover from President Lapidus. Graduate students will be hooded by the deans on stage prior to receiving their diploma cover. You will be given an index card on which your name has been typed. If you have a name that is difficult to pronounce, please provide the phonetic spelling. Please do not lose this card! When you approach the platform, this card will be handed to the reader. The chair of your program will lead the graduates on stage and present them to the president and the chairman of the Board of Trustees. Please return to your seat promptly upon exiting the stage.



Commencement can also be viewed streaming online by going to **[fitchburgstate.edu](http://fitchburgstate.edu)** and clicking on Commencement 2023.

### ■ Parking

Directions to the campus and designated parking lots for the ceremony can be found at **[fitchburgstate.edu/commencement](http://fitchburgstate.edu/commencement)**.

Shuttle buses will be in operation from 5 to 9 PM between the Intermodal Center and the McKay Front parking lot, making its regular stops along North St. and the Athletics and Recreation Center.

### ■ Lodging

Great Wolf Lodge has secured a group block for Friday, December 22<sup>nd</sup> at the group rate of \$259 plus \$19.99 resort fee. Guests can make reservations online at **[www.greatwolf.com/new-england](http://www.greatwolf.com/new-england)** or by calling 866-980-9653 and referring to group offer code 2312UNIV.

### ■ Photographs

During the ceremony, access to the stage area for picture-taking or videotaping by guests will be prohibited. Please relay this information to your guests. A professional photograph will be taken as you receive your diploma cover and congratulations from the President, and you will receive a digital copy of the photograph courtesy of the Fitchburg State University Alumni Association.

## ■ Graduates and Guests with Disabilities

Graduates and guests who have a disability can request accommodations through the Disability Services Office. To request an accommodation, please complete the online form found at [fitchburgstate.edu/disabilityaccommodations](https://fitchburgstate.edu/disabilityaccommodations) by **Friday, December 15, 2023**. All requests will be reviewed, and seating and/or parking passes will be emailed to the address provided on the form. The event will be captioned live online at [fitchburgstate.edu/captioning](https://fitchburgstate.edu/captioning) and the ceremony will be ASL interpreted. To discuss seating near the ASL interpreter, please contact the Disability Services Office. You can reach us at 978-665-4020 or Ambray Ernst, [aernst2@fitchburgstate.edu](mailto:aernst2@fitchburgstate.edu).

Large print and Braille copies of the commencement program are available with advance notice. Guests with a disability are allowed to have one additional guest seated with them in the accessible seating area.



## ACADEMIC HONORS AND HOODS

### ■ Academic Honors - Undergraduates

Academic honors are awarded to undergraduates based on a minimum of 45 semester hours of courses taken at Fitchburg State University.

**Cum Laude** – 3.2 or higher GPA

**Magna Cum Laude** – 3.5 or higher GPA

**Summa Cum Laude** – 3.8 or higher GPA

Honors designation in the commencement program will be based upon the student's cumulative grade point average at the time of program production. All undergraduate students who are eligible for honors will receive honors medallions to wear with their commencement robes. Students with honors will pick up their medallions the evening of commencement prior to the ceremony at the Athletics and Recreation Center.

Final honors status will be determined by the Registrar and will be identified on your final transcript and diploma.

Students completing their graduation requirements in the Fitchburg State University Honors Program will have their thesis listed in the commencement program. **Note:** Transfer students with a minimum of 30 semester hours of courses taken at Fitchburg State University will be eligible for academic honors as calculated by the Registrar's Office, taking into account their GPA from previous institutions.

### ■ Hood Color by Division—Graduate

#### ARTS & SCIENCES

Applied Communication – White

Arts Education – Light Blue

Counseling – White

Criminal Justice – White

English Studies – White

History – White

Interdisciplinary Studies – White

#### BUSINESS & TECHNOLOGY

Business Administration – Drab

Computer Science – Golden Yellow

Occupational Education – Light Blue

#### EDUCATION

Curriculum and Teaching – Light Blue

Early Childhood Education – Light Blue

Educational Leadership and Management – Light Blue

Elementary Education – Light Blue

Education 5-12 – Light Blue

Special Education – Light Blue

#### HEALTH & NATURAL SCIENCES

Biology – Golden Yellow

Forensic Nursing – Apricot

Science Education – Light Blue





■ **Hood Color by Division—Undergraduate**

**ARTS & SCIENCES**

Communications Media – White  
Criminal Justice – White  
Economics – Copper  
English Studies – White  
Game Design – White  
History – White  
Human Services – White  
Interdisciplinary Studies – White  
Political Science – Light Gold  
Sociology – White

**BUSINESS & TECHNOLOGY**

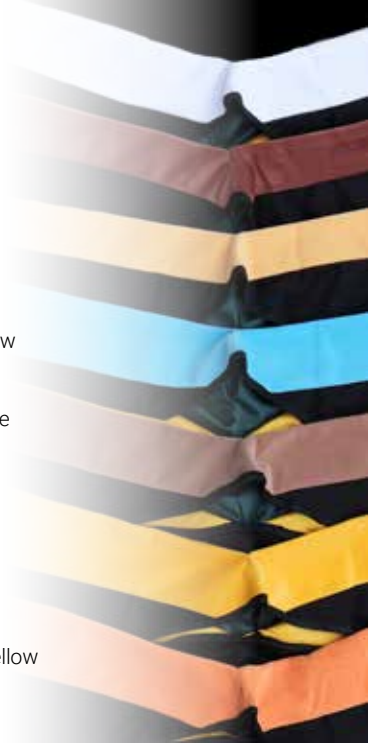
Business Administration – Drab  
Computer Information Systems – Golden Yellow  
Computer Science – Golden Yellow  
Industrial Technology – Golden Yellow  
Occupational/Vocational Education – Light Blue  
Technology Education – Light Blue

**EDUCATION**

Education – Light Blue

**HEALTH & NATURAL SCIENCES**

Biology – Golden Yellow  
Chemistry – Golden Yellow  
Earth Systems Science – Golden Yellow  
Exercise & Sports Science – Golden Yellow  
Geographic Science & Technology – Golden Yellow  
Mathematics – Golden Yellow  
Nursing – Apricot  
Psychological Science – Golden Yellow



**IMPORTANT CONTACT INFORMATION**

Commencement Website: **[fitchburgstate.edu/commencement](http://fitchburgstate.edu/commencement)**

Academic Affairs:	978-665-3168
Alumni:	978-665-3441
Bookstore:	978-665-4026
Campus Police:	978-665-3111
Disability Services:	978-665-4020
Graduate, Online & Continuing Education:	978-665-3182
Registrar:	978-665-4196



## WELCOME FROM ALUMNI

Congratulations on your upcoming graduation from Fitchburg State! When you walk off stage, you become a lifelong member of the Alumni Association.

As you take your next steps in life, embarking on a career or continuing your education, you will do so with the support of the 52,000-member Fitchburg State University Alumni Association. The association has a proud tradition of serving the university and its graduates. Alumni throughout the country form the lifeline of the university, and the involvement of graduates is vital to the growth and betterment of the institution.

At Fitchburg State you receive far more than just a world-class education. Being an alumnus/a entitles you to a wide range of benefits and services both on and off campus. In addition, the Alumni Association provides each graduate with a gift from commencement—your photo with Dr. Lapidus as you cross the stage. Remember to visit **fitchburgstate.edu/alumni** to update your alumni information, view upcoming events, and more.

Again, congratulations. I wish you great success in all of your future endeavors and hope that you will return to your alma mater often.

Sincerely,

A handwritten signature in black ink that reads 'Tanya Hoos Crowley'.

Tanya Hoos Crowley, MS '21  
Director of Alumni and Family Relations





160 Pearl Street ■ Fitchburg, MA 01420-2697

Important commencement  
information inside!

