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, December 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, December 22.

Congratulations again, and good luck with the remaining weeks of the semester.

Sincerely,

Richard S. Lapidus
President
Clearance for Graduation and Confirmation of Attendance

To confirm you have been cleared to participate in graduation as well as to indicate if 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.

It is essential that we know the exact number of students attending the ceremony. If you will not be able to attend, please contact the Registrar’s Office by Friday, December 2 at 978-665-4196 or registrar@fitchburgstate.edu.

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. Students with honors will wear academic medallions that you will pick up the evening of commencement at the Athletics and Recreation Center.

Final honors status will be determined by the Registrar and will be identified on your diploma with a seal.

Students completing their graduation requirements in the Fitchburg State University Honors Program will have their thesis listed in the commencement program.

Important Reminders

If you took courses at another university, transcripts must be received in the Registrars Office by January 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 beginning December 1. The cost for the entire package is $55 for bachelor’s and $58 for master’s. 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 through Wednesday, 8:30 a.m. to 6 p.m.; Thursday and Friday 8:30 a.m. to 6:30 p.m. Please contact the bookstore directly with any questions concerning academic regalia at (978) 665-4026.

Hood Color by Division

**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

**EDUCATION**
- Education – Light Blue

**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

**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
Commencement is scheduled for Friday, December 22 at 6:30 p.m. There is no rehearsal. Please arrive at the Athletics and Recreation Center no later than 5:45 p.m. Volunteers will be available to assist you. The ceremony will be approximately an hour and a half long.

The guests’ seating area will open at 4:30 p.m. Graduates will be lined up alphabetically within their division and major. All undergraduate students who are eligible for honors will receive honors medallions to wear with their commencement robes. Medallions will be distributed on commencement evening in the Athletics and Recreation Center. Your name will be read as you cross the stage to receive your diploma cover from President Richard S. 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 and clicking on Commencement 2017.

Diplomas
All diplomas will be mailed to graduates in January 2018 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 we make a mistake, promptly contact the Registrar’s Office and a corrected one will be issued.

Parking
Directions to the campus and designated parking lots for the ceremony can be found at fitchburgstate.edu/commencement. Shuttle buses will be in operation between the Intermodal Center parking garage and the Athletics and Recreation Center from 5 to 9 p.m.
Graduates and Guests with Disabilities
Graduates and guests who have a disability can request accommodations through the Disability Services Office. The ceremony will be ASL interpreted for deaf guests. To request accommodations, please complete the online form found at fitchburgstate.edu/disabilityaccommodations by December 1, 2017. All requests will be reviewed, and seating and/or parking passes will be mailed to the address provided on the form.

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.

Photographs/DVD Recording
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 a free 5x7 print will be mailed to your home address courtesy of the Fitchburg State University Alumni Association.

DVDs and Blu-ray discs of the entire ceremony will be available for purchase through Fitchburg Access Television. Please contact them directly at 978-343-0834 to order a ceremony DVD or Blu-ray disc. The cost is $16 for a DVD or $21 for Blue-ray, plus shipping.

Dear Class of 2017,

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 45,000-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 www.support.fitchburgstate.edu 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,

Emily Austin-Bruns
Director of Alumni Relations
Important Contact Information

Commencement Website:
fitchburgstate.edu/commencement

Registrar — 978-665-4196
Academic Affairs — 978-665-3168
Graduate and Continuing Education — 978-665-3182
Bookstore — 978-665-4026
Alumni — 978-665-3025
Campus Police — 978-665-3111
Disability Services— 978-665-4020