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. I know the event will mark the culmination of a great deal of hard work on your part, and I look forward to celebrating the accomplishment in December.

You probably know that the ceremony is scheduled for **Friday, December 16 at 6:30 p.m.** in the Athletics and Recreation Center. What you may not be aware of are the many specifics—and services—that will insure a memorable evening for you and your family.

For example, while 6:30 p.m. is the official start time, the academic processional actually gets underway at 6:20 p.m. Concerned about capturing the moment? Professional photos, DVDs and Blu-ray discs will be available. And, you may wonder, what about snow? Well, if snow is in the forecast for Friday, the event will be moved to Saturday, December 17 at 2:00 p.m. That decision will be made the morning of commencement.

So read on and make your plans. And don’t forget to check your email and the university website regularly between now and graduation.

Sincerely,

Richard S. Lapidus  
President
Confirmation of Attendance

It is essential that we know the exact number of students attending the ceremony. Please confirm your attendance for the December commencement ceremony by going to fitchburgstate.edu/graduationreqs. Please click on the “View attendance list: December 2016” and make certain your name is listed if you plan to attend. You do not need to do anything further if your name is on the list and you still plan to attend 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.

Clearance for Graduation

You may attend the commencement ceremony if you have been cleared for graduation. You can check your graduation status by going to the Registrar’s web page at fitchburgstate.edu/graduationreqs. If you have only two courses or one internship left to take, eligibility for participation in the commencement ceremony is determined solely by the Registrar.

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 by December 16.

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

Caps and Gowns

Caps and gowns can be purchased through the bookstore in Hammond Hall. 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 Ceremony Schedule

Commencement is scheduled for Friday, December 16 at 6:30 p.m. There is no rehearsal. Please arrive at the Athletics and Recreation Center by 5:45 p.m. Volunteers will be available to assist you. The ceremony will be approximately an hour and a half.

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. 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.

Diplomas

All diplomas will be mailed to graduates the week of January 9, 2017 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 return your diploma to 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.
Dear Class of 2016,

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 44,000-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