

## **2019 MEDAILLE COLLEGE COMMENCEMENT FREQUENTLY ASKED QUESTIONS**

### ***When and where is the Medaille College Commencement?***

The 2019 Medaille College Commencement will take place on **Friday, May 17 at 1:00 p.m.** for Graduate students and **7:00 p.m.** for Undergraduate students at **Kleinhans Music Hall, 370 Pennsylvania Avenue, Buffalo, New York.** **Directions to Kleinhans are available online, on the [Commencement web page](#),** Per Kleinhans Management, the parking fee is \$10.

### ***Who can participate in the Commencement ceremony?***

All students who have applied for graduation and completed their degree requirements during the summer 2018, fall 2018 or spring 2019 semester are eligible to participate in Commencement; deadline for Graduation Application Deadline is March 1<sup>st</sup>. The only exception to this is for students who have six credits outstanding and who register for this course work during the summer 2019 semester. (Please note requirements are different for the PsyD students). The Registrar's Office must have proof of summer registration prior to April 29. Any course work to be completed through Academic Alternatives must be processed in accordance with the published deadlines. Please contact Deborah Ceppaglia (716-880-2157) for further information. Any student with outstanding obligations will receive a diploma dated to coincide with the closest conferral date after the completion of all academic degree requirements.

**Special Note:** Students who miss the Graduation Application Deadline date, and attempt to apply for graduation after April 11<sup>th</sup>, can participate in Commencement, but there is no guarantee their name will be in the program.

### ***When do I receive my diploma?***

Students participating in the ceremony will receive their diploma covers when they cross the stage. Actual diplomas will be mailed once the degree is conferred (completion of all course work) and all financial obligations have been met. This takes approximately four weeks from the conferral date. Diplomas will not be mailed if there is a hold on your account. Diplomas are dated dependent upon completion of degree requirements. Conferral dates are as follows: August 31, 2018, December 31, 2018 and May 31, 2019. If you have any questions regarding your diploma, please contact the Registrar's Office at (716-880-2365).

### ***How do I order my academic regalia?***

Academic regalia (cap, gown, and hood) are required of all students who are graduating and participating in the ceremony. Information pertaining to the ordering of academic regalia is available on the [Commencement web page](#), or from the following link: [www.collegegrad.herffjones.com](http://www.collegegrad.herffjones.com)

### ***What is the graduation fee and what is it used for?***

All graduates are assessed a \$50 graduation fee when they apply for graduation. This fee covers a portion of the program, diplomas, and other expenses associated with Commencement. The cost of academic regalia is not included in the \$50 graduation fee.

### ***Who can attend the Commencement ceremony?***

Each student will be allowed eight guests. There is no guarantee that extra tickets will be available. **ALL TICKET REQUESTS MUST BE COMPLETED ONLINE.** **You will receive an email invitation for the ordering and printing of your tickets.** **Tickets can be ordered beginning April 17<sup>th</sup>.** **Tickets are required for all guests for admission to the ceremony and will be scanned and verified prior to entry at Kleinhans Music Hall.** **No admission ticket is required for graduates.** If you determine that you will need extra tickets, you have to send an email request to: [commencement@medaille.edu](mailto:commencement@medaille.edu).

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***When do I arrive for the ceremony?***

Students are to arrive at Kleinhans one hour prior to the start of the ceremony. Per Kleinhans Management, no guests will be allowed into the main auditorium until one hour prior to the start of the ceremony.

***Where do I sit during the ceremony?***

Students graduating sit within their degree group. In an effort to answer this and many other questions, a detailed format of the ceremony (Ceremony Agenda) will be available through the Commencement web page.

***What should I do if I have a guest requiring special accommodations?***

Students can request special accommodations for themselves or their guests by submitting the Additional Accommodations Request Form to [Genevieve.M.Kruly@medaille.edu](mailto:Genevieve.M.Kruly@medaille.edu). The form is available at:

<http://www.medaille.edu/sites/default/files/files/About/ADDITIONAL-ACCOMMODATIONS-FORM.pdf>

Students must request these services by April 29. A limited number of handicapped parking spaces are available at Kleinhans.

***What constitutes graduation honors?***

Undergraduate students are awarded Latin honors based upon the cumulative average at the conclusion of one's degree. The minimum cumulative average for honors is 3.50. A student must also meet the College's residency requirements. Details of the residency requirement and specific honors information are available at <http://www.medaille.edu/academics/catalogs/>

Please note however, announced Latin honors for spring 2019 graduates are based upon the cumulative average at the conclusion of the fall 2018 semester.

Honors cords will be provided to all students graduating with Latin honors. These will be available to students, on the day of Commencement, in the Mary Seaton Room, at the Information Table.

Graduate students (Masters and PsyD degrees) are not awarded Latin honors.

***What is the academic program award? How do I know if I am receiving this award?***

Every academic program (Bachelors and Masters) has the opportunity to select one student to receive the academic program award. Criteria for the award includes a minimum cumulative GPA of 3.50 as well as **other outstanding academic achievements as determined by the department.**

Prior to Commencement, if you have been selected to receive the academic program award, you will receive a letter from the Vice President for Academic Affairs. When you arrive at Kleinhans, please obtain your degree card from your group leader (see detailed format of ceremony-Ceremony Agenda). The card will provide instructions for receiving your award during the ceremony. .

***Will there be a reception after the ceremonies?***

Immediately after each Commencement ceremony, the College will host a Coffee/Cookie Reception for all Graduates, Families, Friends, Faculty, Administrators, and Staff of the College.

The receptions will be held in the Mary Seaton Room at Kleinhans immediately following each ceremony.

***How will I know if I have completed all Pre-Commencement requirements?***

A checklist will be available through the Commencement web page.