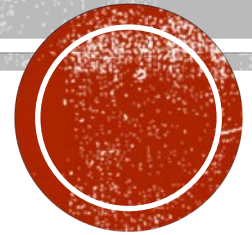
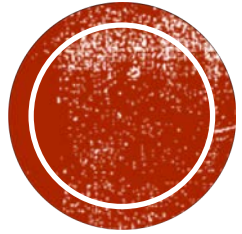


GRADUATION VS. COMMENCEMENT

What You Need To Know!





GRADUATION

What is it and how do you get there?

GRADUATION IS EXCITING!

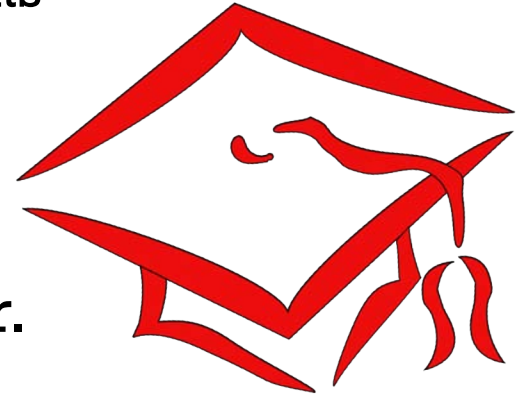
But, be aware of important information!

- Be sure you are checking your student email regularly!
- Take special note of emails received from the KSC Graduation Office and Commencement
- Follow the Facebook page for your graduation year!
- If you have a question – ask! Don't assume.



GRADUATION – THE BASICS

- Graduation does not happen when you walk across the stage.
- Graduation is a process that happens behinds the scenes.
 - A final audit is completed to verify completion of all requirements
 - Your graduation is processed in our system
 - Diplomas are ordered and mailed
- Completed by the Associate Registrar/graduation auditor.
- Emails and Facebook posts are made to help provide information and where things are in the process. Be sure to read everything and save for future reference!



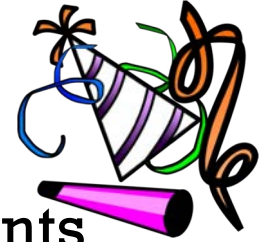
GRADUATION VS. COMMENCEMENT

GRADUATION



- Occurs three times a year
 - May
 - August
 - December
- Final audits are completed to verify requirements have been met.
- Graduated students receive a letter and an unofficial transcript in the mail.

COMMENCEMENT



- A celebration for students projected to successfully complete all their graduation requirements in that particular year.
- Eligibility requirements must be met in order to attend.
- Diplomas are not given at Commencement – they are all mailed.



APPLYING TO GRADUATE



WHEN?

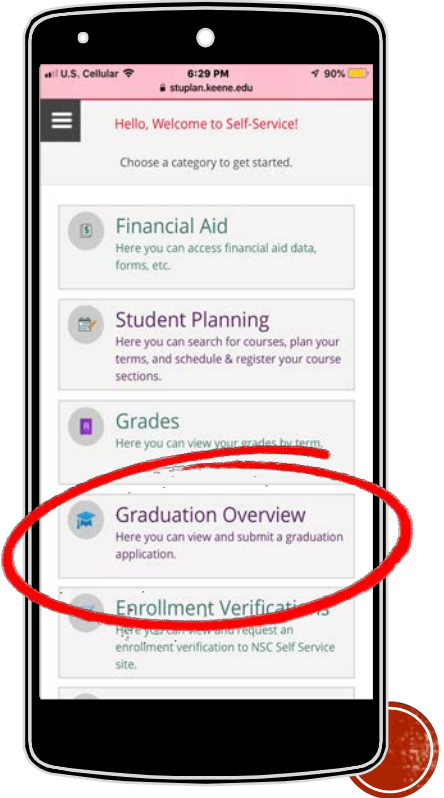
- Deadline to apply is May 1st of the calendar year before you plan to graduate.
 - Ex. If you plan to graduate in 2021 (May, Summer, or Fall) you will apply to graduate by May 1st, 2020

WHY?

- We don't know when you plan to graduate unless you tell us!
 - You won't get an audit
 - You won't be on the list of students to graduate
 - It could impact Commencement eligibility

HOW?

- Self Service – Graduation Overview



GUIDELINES FOR APPLYING TO GRADUATE

- Apply to graduate for the semester in which you will finish your degree requirements – not the semester you want to walk!
 - Example: If you are planning to complete requirements in Fall 2021, but want to walk in May 2021, you will apply for Fall 2021.
- Be sure that you are declared correctly PRIOR to applying to graduate.
- Submit course substitutions before you apply to graduate when possible.
- If you are completing a dual degree, you will need to apply to graduate for both degrees.



DECLARATION OF MAJOR

VERIFYING AND CHANGING DECLARATIONS

- Verify how you are declared in self-service
 - View 'Progress Tab'
 - Upper left hand corner under 'At a Glance'
- If this is incorrect, you will need to complete a Declaration of Major form
 - Accessible in the Registrar's Office or from the forms link on the Registrar's Office webpage
 - Some changes require advisor signatures
 - Need help completing the form – ask the Registrar's Office!

**KEENE STATE COLLEGE
DECLARATION OF MAJOR FORM**

Last Name	First Name	Middle Initial
I.D. Number	Local Telephone Number	e-mail Address
Local Mailing Address		

INSTRUCTIONS: PLEASE READ AND FOLLOW CAREFULLY

List degree program you intend to pursue.
List option and/or specialization where required to identify a program.
List minor(s) you intend to complete.
Secure academic advisor's signature.
List second major with option/specialization (if applicable).
List changes to prior submission(s) at the bottom of the form.

PLEASE CHECK ONE:
☐ First Declaration of Major
☐ Addition to a previous declaration
☐ Change of major, advisor, Catalog

ACADEMIC PROGRAM:

Degree: [e.g., BA, BFA, BM, BS] _____ Major: _____
Option: _____ Catalog Year: _____
Specialization: _____

FACULTY ADVISOR [Primary degree & major]:

Advisor Name (Printed)	Advisor Signature	Date
=====		

Second Major: _____
Option: _____
Specialization: _____

FACULTY ADVISOR [Second major]:

Advisor Name (Printed)	Advisor Signature	Date
=====		

MINOR(S): List ALL minors you plan to complete:

DELETE Academic Program: Degree: _____ Major(s): _____
Minor(s): _____ Advisor(s): _____ Catalog: _____
=====

Student Signature: _____ Date: _____

Rev: 4/14/2014 Registrar's Office

Date Received	Processed By:	Date Processed
---------------	---------------	----------------



COURSE SUBSTITUTIONS

Keene State College COURSE SUBSTITUTION FORM

Use this form to secure approval for the substitution of a course completed at KSC or elsewhere for a specific course or requirement at Keene State College. The student should present this form and supporting documentation (e.g., syllabus, course description, etc.) to the Academic & Career Advising Center for integrative studies courses or to the appropriate department chair(s) for major or minor requirements.

Name: _____ Student I.D. #: _____
Local Street Address: _____ Local Phone #: _____
City/State/Zip Code: _____
Major: _____ Advisor: _____

INTEGRATIVE STUDIES PROGRAM REQUIREMENTS:

<u>KSC or Transfer Course(s)</u>	<u>Host Institution</u>	<u>KSC Course/Requirement</u>	<u>Standing Sub?</u>
EX: SOC 115 Soc of Work, 3 cr.	Plymouth State	ISSOC, 3 cr.	Yes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MAJOR or MINOR REQUIREMENTS:

<u>KSC or Transfer Course(s)</u>	<u>Host Institution</u>	<u>KSC Course/Requirement</u>	<u>Standing Sub?</u>
EX: PSYC 001 Prin of Psyc, 4 cr.	UNH	PSYC 101 Gen Psychology, 4 cr.	Yes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments: _____

APPROVAL(S): Signature(s) are required for approval of the course substitution(s).

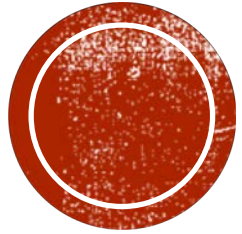
Chair or Designee: _____ Signature: _____ Date: _____
(Name Printed)

Chair or Designee: _____ Signature: _____ Date: _____
(Name Printed)

E-MAIL OR DELIVER COMPLETED FORM TO THE REGISTRAR'S OFFICE

- **Catalog Year:** Outlines the requirements for each program for each year. Students' catalog year determines what they need to complete.
- A course substitution can be used if a specific course (not meeting major requirements) has been approved to meet a different major requirement.
- The department approving the substitution needs to complete the form and it needs to be submitted to the Registrar's Office.





THE AUDIT

- After you apply to graduate, you will receive an audit.
- This is an email sent to your KSC email from the KSC Graduation Office.
- Your advisor and anyone else who needs to know where you stand are cc'd on your audit.
- You will only receive one audit, unless you make a change in the way you are declared.

AUDIT HIGHLIGHTS

- The subject line of the email will identify:
 - Your last name
 - Graduation Audit
 - Abbreviations of declared programs

Ex.

“Newton Graduation Audit –
BA.PSYC with M.WGS”

- Important Information – please read!

IMPORTANT INFORMATION

- There are three resources to help you make sure you are completing your program requirements: this audit, your advisor, and the progress tab in Self-Service. If there is a conflict of information between any of the resources, please contact me immediately. If courses are no longer available, please connect with your advisor to discuss options.
- **This is the only audit you will receive**, unless there is a change in your program. Be sure to keep this email in a safe place, so that you can refer back to it as you work toward completing your degree. It is ultimately your responsibility, as the student, to make sure all program requirements are being met by your last semester. Be sure to communicate changes in your timeline with me. If you are completing your requirements earlier or later than your anticipated time of graduation indicated above, please let me know so I can update your record.
- If resolution of the above courses does not result in enough additional credits earned, you are responsible for whatever credit deficits remains. In certain cases, there will more required coursework than overall credits needed.
- If you are repeating a course that you have previously passed, but it did not meet the minimum grade requirement for your program, please be aware that no additional credit will be earned when the course is retaken.
- The Commencement Ceremony and graduation are not one in the same. Students are cleared to attend the Ceremony based on certain criteria, but that doesn't guarantee graduation. Students are graduated by the Graduation Auditor after it has been confirmed that all program requirements have been completed. **A final graduation audit will be completed in the weeks after grades have been submitted for your final semester.** Any concerns will be emailed to your student email.



THE BODY OF THE AUDIT

Student,

Below is your *official* graduation audit. Please read through the contents of this email carefully; this information is very important as you near the end of your program.

Your audit is based on the requirements set forth by the 2016 Catalog. It includes the course/s for which you are currently registered. *Before making any changes to your current schedule, be sure it does not negatively impact your progress.*

In addition to the courses you are currently registered for, the following needs to be completed to meet KSC graduation requirements and those of your **major and minor**:

- Overall credits still needed (required for a bachelor's degree and your major): 16
- Upper-level credits (300 or 400 level) still needed (for a total of 40): 12
- Program specific course requirement(s) still needed:
If no specific courses are listed, or not enough to meet the overall credit requirements above, then general elective credits at the appropriate level are needed. The credits for any requirements listed here will be applied to the above overall needed credits.
 - PSYCH 495
 - WGS 495

Your anticipated time of graduation is May 2020.

IDENTIFIES:

- **Catalog year:** Specifies graduation requirements for that year
- **Overall credits needed:** Number of credits needed to get to 120 (or more for specific programs or dual degree)
- **Upper level credits needed:** 300 or 400 level coursework (total of 40 credits required)
- **Specific course/GPA requirements:** To meet ISP, major, or minor requirements
- **Anticipated Graduation Date:** The last month of the semester it is anticipated you will complete your final requirements.

The audit image on the left is an example only – it is not representative of your specific requirements.



COMMENCEMENT ELIGIBILITY

- Eligibility to attend Commencement is determined during the graduation audit process based on policy.
- Eligibility is reviewed again the second week of spring semester.
- Students are notified via KSC emails if eligibility has not been met.
- If policy requirements are met, it is assumed you will walk at the first Commencement Ceremony for which you are eligible.

You must inform the Associate Registrar if you prefer to wait!

POLICY REQUIREMENTS FOR ELIGIBILITY

- A 2.0 minimum cumulative GPA at the end of the Fall semester
- 16 credits or less remaining to complete requirements after the spring semester



1. GRADUATION AUDIT

Applying to graduate on time usually means receiving your graduation audit before the fall semester of the year you expect to graduate. If you apply to summer or fall, you may receive it during that fall semester.

2. STUDENT PLANNING

Available anytime you log into Self-Service. You can check your Progress tab to see where you stand in meeting requirements, view how you are declared, and find out who your advisor is.

3. ADVISOR

Meeting with your advisor is strongly encouraged to help ensure you are registering for the right courses and to help you graduate on time.

YOUR RESOURCES

Ensuring program requirements are met is a responsibility that ultimately falls on you, the student.

Three resources to help you ensure you are meeting program requirements. Your audit should match what you see in Student Planning and what your advisor has told you. If it doesn't, reply all to your audit – don't ignore it!





AFTER YOU RECEIVE YOUR AUDIT

EVERYTHING LOOKS GOOD!

- Make sure you stick to what your audit told you to do!
- Be aware of and earn minimum required grades and GPA's (overall and major specific).
- If you make a change in your schedule or plan, be sure you communicate with the graduation auditor!
- If you change your declaration, be sure to complete a **Declaration of Major form**. This will likely prompt a re-audit.

MY AUDIT DOESN'T LOOK RIGHT!

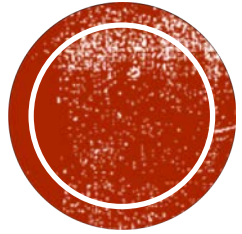
- Communicate!
- Connect with your advisor/s and the graduation auditor to discuss your concerns.
- The earlier you address concerns, the better!
- If you aren't sure – ask! Don't assume.



YOUR LAST SEMESTER

- **The Associate Registrar starts completing final audits the last day of the semester.**
 - The audit can't be completed until all grades have been submitted.
- **If all requirements are met – you will be graduated.**
 - Congratulatory letters and unofficial transcripts will be sent to the diploma address you provided.
 - Diplomas are mailed separately. They can take about 4-6 weeks from the date they are ordered .
 - IMPORTANT: Notify the Associate Registrar if your mailing address has changed. Changing your permanent address DOES NOT change your diploma address
- **If there are items preventing you from graduating, you will be notified by email via your KSC email and a letter (if no response received from the email)**
- **All of the above steps are completed at the end of the process after all students have been audited. This can take several weeks – please be patient.**





COMMENCEMENT

MAY 9th, 2020

KSC COMMENCEMENT 2020

- WHEN: MAY 9th, 2020
 - Students report to the gym at 11:30 AM
 - Procession begins at 12:15 PM
 - Ceremony begins at 1:00 PM
- WHERE? FISKE QUAD
 - It will also broadcast on closed-circuit television in the Mabel Brown Room in Morrison Hall
- Students will receive important details regarding Commencement in their KSC email late February/early March.



REGALIA & SASHES

REGALIA

(caps and gowns)

- Pre-orders for caps and gowns are due February 28th
- Regalia is picked up at the Commencement Fair

SASHES

- Deadline to order sashes for Commencement Fair pick up is February 28th
- The link to order sashes will come directly from the KSC Bookstore



COMMENCEMENT PARTICIPATION SURVEY

- Tell us if you are coming to Commencement!
- If you are on the list for Commencement – you should receive your survey by email the last week of February:



I plan to attend Commencement



I do not plan to attend Commencement

- Ordering and picking up your cap, gown, or sash does not indicate your plan to attend Commencement.
- If you did not receive the survey, check with the graduation auditor to make sure you have been cleared to attend the Commencement Ceremony.
 - If you have not been cleared, you are not eligible to attend.



COMMENCEMENT FAIR

Keene State College Bookstore

Tuesday, March 24th: 11:30 AM – 6:00 PM

Wednesday, March 25th: 12:00 PM – 5:00 PM

HELPFUL TIP:
Hang your
gown prior to
Commencem
ent to get the
wrinkles out



Pick up your
cap and gown



Order class rings
and graduation
announcements

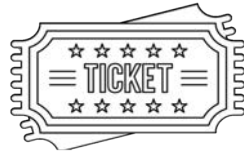


Shout outs!



COMMENCEMENT FACTS

NO TICKETS



RAIN OR SHINE!



NO REHERSAL



- DRESS CODE: Business casual
- TASSEL:
 - RIGHT SIDE *before* conferral of degrees
 - LEFT SIDE *after* conferral of degrees
- TWO DEGREES: Choose one so you know what school to walk with. Ceremony processes by school.
- LENGTH OF CEREMONY:
Roughly 12:15 – 3:30
 - Post-event reservations should not be made earlier than 4:30



CELEBRATE WITH HONOR

COMMENCEMENT BEHAVIOR REQUIREMENTS

- You worked hard to get here – enjoy it and be respectful of others!
- Don't bring anything noisy or disruptive as determine by Campus Safety
 - Airhorns, beach balls, etc.
 - Bags are subject to inspection
- Alcohol, drug, and tobacco free.
 - Any student under the influence will not be permitted to participate in the Ceremony.
- You are required to stay until the end of the Ceremony.
- No pets allowed (with the exception of service animals)
- Seats cannot be reserved. Anything used to save seats will be removed.



ACADEMIC HONORS



SUMMA CUM LAUDE: 3.90-4.00

MAGNA CUM LAUDE: 3.70-3.89

CUM LAUDE: 3.50-3.69

Two requirements must be met by the end of the fall semester prior to the Commencement Ceremony to be recognized at the Ceremony:

1. 60 graded credits earned at KSC
2. The appropriate GPA

* Academic Honors for graduation is determined at the point of graduation (when all degree requirements have been met)*



****DIPLOMA****

- All diplomas are mailed.
- When you apply to graduate, be sure to provide the mailing address of where you will be when it is expected to arrive.
- If you need to updated your diploma mailing address, you need to contact the Associate Registrar (prior to the diplomas being ordered)

❖ May Graduate =

Diploma in August

❖ August Graduate =

Diploma in October

❖ December Graduate =

Diploma in February



CONGRATULATIONS GRADS!



QUESTIONS???

