



# Undergraduate Commencement Ceremony

**INFORMATION BOOKLET**

Saturday, May 18, 2024



**FITCHBURG STATE  
UNIVERSITY**



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 May.

The commencement ceremony is scheduled for **Saturday, May 18, at 10 AM** on the main quadrangle. In the following pages you will find additional details about the day'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 Fitchburg State email and visit the Fitchburg State Commencement homepage, where we will be posting any updates or amendments to the plans outlined in this booklet.

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

Sincerely,

A handwritten signature in black ink that reads 'Richard S. Lapidus'.

Richard S. Lapidus  
President

## ACTION ITEMS

### ■ Clearance for Graduation & Candidates for Graduation

To confirm that 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**. If, while your file is being reviewed for graduation, the Registrar finds that you meet the requirements for participating in the ceremony, you will be invited to attend the ceremony.

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, May 3, at 978-665-4196 or [registrar@fitchburgstate.edu](mailto:registrar@fitchburgstate.edu).

### ■ Important Reminders

If you took courses at another university, transcripts from that university must be received by Friday, May 24, 2024.

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

### ■ Caps and Gowns

Graduation regalia packages must be purchased in advance of the ceremony through the bookstore, at [fitchburgstateshop.com](http://fitchburgstateshop.com) or we can assist you inside the store. The Bachelor's package will cost \$60. We also have a great selection of diploma frames available to show off your achievement!

All cap and gown packages consist of cap, gown, tassel, and hood (the hood distinguishes the institution from which the wearer is graduating and the degree being awarded). Packages will be available to purchase approximately four weeks

prior to graduation and will appear on our website when available. Please contact the bookstore with any questions regarding graduation regalia at 978-665-4026.

#### Bookstore Hours Commencement Week

Monday -Friday 9 AM - 5 PM  
Saturday 8 - 11 AM

### ■ Senior Activities

Any questions you may have regarding senior class activities should be directed to the Director of Student Development, Michael Kennedy, who is coordinating these events. They can be reached at 978-665-3163.

### ■ Diplomas

At graduation, you will receive a diploma cover with a certificate enclosed. Actual diplomas will be mailed to graduates by early July. Your name will be engraved on your diploma as you indicated on your graduation application.

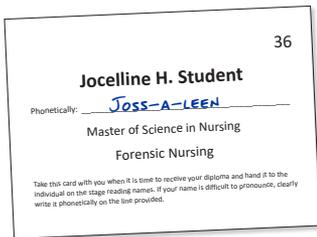
### ■ Tickets and Accommodation Requests See page 3.

# CEREMONY INFORMATION

## ■ Commencement Ceremony Schedule

Commencement is scheduled for **Saturday, May 18 at 10 AM** on the main quadrangle of the Fitchburg State campus. There is no commencement rehearsal. The processional will begin promptly at 9:50 AM. **Please arrive no later than 9 AM** and report to the area near the flagpoles at Highland Plaza on Highland Avenue on the street side of the Anthony Building. Guests will not be allowed to enter this area. There is no designated area for robing, so please arrive at Highland Avenue in cap, gown, and hood. The ceremony will be approximately three hours long.

Seating areas for guests will open at 8:30 AM. Please note that there are no tents to shade the sun or ward off raindrops, so plan accordingly. Commencement can also be viewed streaming online by going to [fitchburgstate.edu](http://fitchburgstate.edu) and clicking on Commencement 2024.



Graduates will be lined up alphabetically within their school and major. 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. When you approach the platform, this card will be handed to the reader.

The chair of your program will lead their graduates onstage and present you to the president and school dean. Your name

will be read as you cross the stage to receive your diploma cover from President Lapidus. Please return to your seat promptly upon exiting the stage.

## ■ President's Reception

President Lapidus will hold a reception for graduates, guests, and faculty on the Hammond Promenade following the ceremony. All are invited. Please take this opportunity to say farewell to faculty and friends.

## ■ Commencement Ceremony Decorum

Commencement is a true milestone for each and every student. We welcome your excitement and enthusiasm as we celebrate this grand occasion. We also ask that our graduates and their guests respect the importance and dignity of the proceedings by staying for the entire ceremony. Guest who leave early may distract from the event, which would be disrespectful to the other graduates and their families.

## ■ 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 to and from the Civic Center between 8 AM and 2 PM.

## ■ Campus Buildings and Services

All buildings will be open for restroom facilities. Medical services will be located in Hammond Hall. There will be several water stations throughout the quad. Snacks and water will also be available for purchase.

## ■ Lodging

Great Wolf Lodge has secured a group block for the following:

Wednesday, May 15 .....	\$119
Thursday, May 16.....	\$119
Friday, May 17.....	\$259
Saturday, May 18 .....	\$259

The group offer code is 2405GRAD. Reservations need to be made no later than Friday, April 19 for the discount to be applied. Guests can make reservations by calling 866-980-9653 or online at [greatwolf.com/new-england](https://greatwolf.com/new-england).

## ■ Inclement Weather Plan

In the event of inclement weather, the ceremony will be moved indoors to the Athletics and Recreation Center.

- On Friday, May 17, a decision will be made regarding whether it is necessary to move graduation indoors to the Athletics and Recreation Center. This announcement will be posted on the Fitchburg State University website, distributed through e-mail, and posted on voice mail.
- Due to limited seating in the Athletics and Recreation Center, tickets will be required for admittance. You will be instructed on how to electronically request and receive your tickets if and when a decision is made to move the event inside. Alternate viewing areas will be available for non-ticketed guests.
- All campus parking lots will be open and shuttle buses will run between the Intermodal Parking Center, Civic Center, Hammond Hall and the Conlon Hall Fine Arts wing to shuttle guests to the Athletics and Recreation Center. The shuttles will be in operation between 8 AM and 2 PM.
- There will be no reception in the event of severe weather.

## ■ 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 Wednesday, May 8, 2024. 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 email [Aernst2@fitchburgstate.edu](mailto:Aernst2@fitchburgstate.edu).

Please note: Guests with a disability are allowed to have one additional guest seated with them in the accessible seating area.

## ■ 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.

# ACADEMIC HONORS

## ■ 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+ GPA | **Magna Cum Laude** – 3.5+ GPA | **Summa Cum Laude** – 3.8+ 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 morning of commencement prior to the ceremony.

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. Please 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.

# REGALIA COLORS BY SCHOOL

## 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  
Engineering 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

# CONTACTS

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

Academic Affairs: 978-665-3168

Alumni: 978-665-3441

Bookstore: 978-665-4026

Disability Services: 978-665-4020

Registrar: 978-665-4196

School of Graduate, Online

and Continuing Education: 978-665-3182

University Police: 978-665-3111



Dear Class of 2024,

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

As you take your next steps in life, embark on a career or continue 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 received 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 President Lapidus as you cross the stage. Remember to visit [fitchburgstate.edu/alumni](https://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' with a long, sweeping underline.

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



160 Pearl Street ■ Fitchburg, MA 01420-2697

**IMPORTANT COMMENCEMENT  
INFORMATION INSIDE**



SCAN THIS CODE OR VISIT  
[fitchburgstate.edu/commencement](https://fitchburgstate.edu/commencement)