

Graduation Dates & Deadlines 2009

1. **Option 1: Ordering cap and gown online:** Orders may be placed online from Monday, March 2, through Wednesday, April 15. Shipments may only be made to your home address. No Lindenwood addresses will be accepted. You will enter your measurements online. Order online at www.jostens.com. **No additional shipping fees will be charged.**

Option 2: Measurement and pick-up of cap and gown: Measurements will be taken from 10 a.m. to 6 p.m., April 16; from 10 a.m. to 5 p.m. April 17; and from 10 a.m. to 4 p.m. April 18 in the Lindenwood Spirit & Supplies Shoppe (formerly the bookstore). You will receive your cap, gown, and tassel at that time. Students are required to wear academic regalia in order to march in the Baccalaureate and Commencement processions.

2. **Formal Graduation Announcements** are now available for purchase in the Lindenwood University Spirit & Supplies Shoppe. *Personalized* announcements can either be ordered in the Lindenwood Spirit & Supplies Shoppe Monday, April 6, from 10 a.m. to 5 p.m, or online at www.jostens.com.

3. **Class rings** are also available for purchase in the Lindenwood University Spirit & Supplies Shoppe. Rings can be ordered either online at www.jostens.com or by visiting the Josten's sales representative at the Lindenwood University Spirit & Supplies Shoppe on the following dates and times:

Monday, April 6, 10 a.m. - 5 p.m.

Thursday, April 16, 10 a.m. - 6 p.m.

Friday, April 17, 10 a.m. - 5 p.m.

Saturday, April 18, 10 a.m. - 4 p.m.

Tuesday, April 21, 10 a.m. - 2:30 p.m. at the Spellmann Center

Wednesday, April 22, 10 a.m. - 2:30 p.m.

4. **Financial Aid exit interview deadline:** 5 p.m. Friday, April 3.

5. **Business Office clearance deadline for student payment of any university bills:** 5 p.m. Friday, April 17.

6. **Baccalaureate Service, Master's and Doctoral Degree Commencement (MA, MBA, MFA, MS, MSA, Ed.S, and Ed.D):** 7:30 p.m., Friday, May 15, at the St. Charles Family Arena. All graduating students are required to check in for the ceremony at the Gate 4 entrance by 6:30 p.m. Assembly for the service will be at 7 p.m. at Gate 4. (Undergraduate students participating in the Baccalaureate ceremony must also check in by 6:30 p.m.).

7. **Commencement Dressing Area:** Restroom areas of the St. Charles Family Arena will be available as dressing areas. Staff members will be present to provide assistance. No security will be available to protect personal belongings. Please do not expect to leave clothing or valuables in the dressing areas during the ceremonies.

8. **Undergraduate Commencement (BA, BFA, BS):** 10 a.m. Saturday, May 16, at the St. Charles Family Arena. All students are required to check in for the ceremony at the Gate 4 entrance by 9 a.m. Assembly for the service will be at 9:30 a.m. at Gate 4.

9. **The Lindenwood faculty awards general honors** to those undergraduate students who have completed all degree requirements with academic distinction. To be eligible for general honors, a student must have completed a minimum of 60 semester hours in residence at Lindenwood University. Students whose Lindenwood cumulative grade point averages fall within the following ranges are eligible: *Cum Laude* (3.70 to 3.85), *Magna Cum Laude* (3.86 to 3.93), *Summa Cum Laude* (3.94 to 4.00). Students must have achieved

the minimum cumulative GPA by the end of the academic quarter, semester, or J-term preceding the May Commencement. General honors cannot be based on the estimated outcome of terms in progress at the time of the May Commencement.

Honors cords will be distributed when students pick up their caps and gowns or when they check in for the graduation ceremony. Final determination of honors and the posting of an honors designation on the transcript and diploma will be based on the student's final cumulative GPA for the degree, calculated across courses taken at Lindenwood. It is possible for a student who does not have the requisite GPA for general honors at the time of commencement to earn honors when grades from a term in progress are figured into the GPA. In rare cases, it is also possible for a student to be designated with honors at commencement but fail to qualify after his or her final term or for a student to fall from *Summa Cum Laude* to *Magna Cum Laude* or from *Magna Cum Laude* to *Cum Laude* when the last term's grades are posted.

10. ***Diplomas are held*** in the Business Office for pick-up. Students may request in writing that their diplomas be mailed. We have enclosed a diploma request form for your convenience. All graduating students will receive one (1) copy of their transcripts at no charge. The transcript will be included with the mailed diploma.

Diplomas will be available on June 22, 2009, for May 2009 graduates if all of the following conditions have been met:

1. All graduation requirements completed as stated in the university catalog.
2. All course work completed and all grades submitted by instructors.
3. All paperwork completed with advisor.
4. Zero balance in the Business Office.
5. Exit interview completed with Financial Aid.
6. Completed resident student checkout with Michelle Giessman.

June 2009 diplomas will be available July 20, 2009. August 2009 diplomas will be available September 21, 2009.

11. ***Please review the spelling*** of your name on the envelope of this letter. The label indicates exactly how your name will appear on your diploma and in the graduation ceremony program. If your name has been misspelled, please contact Adam Ulrich in the Office of Academic Services at (636) 949-4978 or e-mail aulrich@lindenwood.edu by April 3, 2009. In addition, if you believe that your name may be pronounced incorrectly, please fill out and return the enclosed name pronunciation form and mail to

Christine Hannar
Office of Academic Services
209 S. Kingshighway
St. Charles, MO 63301

Congratulations!