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Memorandums Regarding the 1966 Commencement Events

Fort Hays Kansas State College

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Fort Hays Kansas State College
REMINDER TO DEGREE CANDIDATES AND FACULTY
Summer Commencement
1966

To: Degree Candidates
From: John D. Garwood, Dean of the Faculty

It is important that each degree candidate and faculty member be informed of the activities associated with Commencement. Hence, we suggest that you read these directions carefully, make plans accordingly and participate fully.

THURSDAY, July 28 - 7:30 p.m.	REHEARSAL FOR COMMENCEMENT. Meet on sidewalk on the west side of the west stadium.
FRIDAY, July 29 - 8:00-9:30 p.m.	PRESIDENT-FACULTY RECEPTION FOR DEGREE CANDIDATES Memorial Union Degree Candidates wear academic dress. Candidates' wives may wear evening or appropriate dress.
SUNDAY, July 31 - 8:00 p.m.	BACCALAUREATE SERVICES Stadium, Degree Candidates in academic dress meet at 7:30 p.m. west of west stadium.
THURSDAY, August 4 - 12:00 Noon	LUNCHEON FOR DEGREE CANDIDATES. No academic gowns.
THURSDAY, August 4 - 8:00 p.m. 7:15 p.m.	COMMENCEMENT Stadium Degree Candidates meet at 7:15 west side of west stadium.

Attendance

The administration has a policy that no candidate may be excused from participation in either the Baccalaureate or Commencement exercises except in dire emergencies. Insofar as possible, an absence should be arranged in advance with the Office of the Dean of the Faculty, C109, for undergraduate candidates; or with the Graduate Office, P212, for graduate candidates.

Inclement Weather

In case of threatening storm before either Baccalaureate or Commencement, the exercises will be held in the Coliseum. In case it is necessary to hold these exercises in the Coliseum, it will be announced on KAYS Radio Station prior to 7:00 p.m.

In the event it is necessary to hold the Commencement exercises in the Coliseum, each candidate will be given eight (8) tickets for his distribution to those he might like to attend Commencement. These tickets will be distributed at the Thursday Luncheon. For those who are unable to attend the Luncheon, the tickets will be available in the Coliseum the evening of Commencement.

It is necessary to issue tickets to the graduates because the seating capacity of the Coliseum is limited and we want to assure each graduate that there will be seats available for some of his relatives.

Academic Dress

Degree Candidates secure cap and gown in the Coliseum Foyer any time during the day, Thursday, July 28. Full academic dress is worn on the campus by degree candidates for the following designated events: namely, President-Faculty Reception, Friday, July 29; Baccalaureate, Sunday, July 31; and Commencement, Thursday, August 4. Full academic dress means cap and gown worn properly, not wearing cap and carrying gown over the arm, etc. Place cap on the head squarely. Women wear dark dress shoes. Men wear white shirts and dark shoes. Wear tassel to the right side of the cap until after conferring of degrees. Changing the tassel will be practiced at the rehearsal. Men remove caps during prayer and then replace.

Candidates for the master's degrees will not bring hoods to any activities except Commencement. You are entitled to wear the tassel on your cap to the left.

Caps and gowns are to be checked in immediately after Commencement under the East (Elm Street Side) Stadium.

Rehearsal for Commencement

Degree candidates meet, Thursday, July 28, at 7:30 p.m., Lewis Field Stadium for Commencement exercise rehearsal and final instructions. It is very important that each of you attends this brief meeting. If weather conditions prevent rehearsal Thursday evening, July 28, it will be announced over KAYS Radio Station at 7:00 p.m., that the rehearsal has been postponed. If the rehearsal is postponed, we will communicate with you Sunday evening, July 31, as to a later date for rehearsal.

Commencement

Order of march: Candidates meet on the sidewalk west of the west stadium. Tardy people necessitate rereading the order of march. Please be punctual. Candidates will be arranged in line of march according to the subject fields and kind of degree.

Conferring of Degrees

When the time comes for the conferring of degrees, the candidates for bachelor's degrees will rise when the group is called by the Dean of the Faculty. The candidates for the diploma in Nursing will rise when the group is called by the Dean of the Faculty. The candidates for the master's degrees will rise when indicated by the Dean of the Graduate Division. The President will indicate the time for each group of candidates to come to the platform and receive diplomas.

Fees

The \$10.00 Commencement fee which candidates pay takes care of diploma fee, rental of cap and gown, and luncheon for degree candidates.

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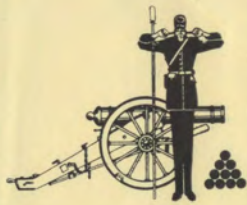
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Fort Hays Kansas State College

MEMORANDUM

Hays, Kansas
67602

Dr. Cain, Dr. Moss, Dr. Nelson

To: ~~Dr. Tomanek~~ Tomanek, Dr. Reynolds, Dr. Pierson, Date: July 25, 1966

From: John D. Garwood, Dean of the Faculty Subject:

Just a brief note, Marshalls, that we will need to saddle up again for rehearsal for Commencement which is scheduled for Thursday evening, July 28, 7:30 p. m. , west side of the Stadium. I would be hopeful that we would be through in 20 to 30 minutes.

The Marshalls will also be needed on July 31, 7:30, west Stadium. Lastly, they will be needed for Commencement Thursday, August 4, 7:30 p. m. , west side of the Stadium. I am appreciative of your willingness to serve as Marshalls and I am sorry that we are not on a per diem basis for this service. Thank you.

Signed:

REPLY:

Date:

Signed:

To: Mr. Kenneth SimonsDate: July 18, 1966From: John D. Garwood, Dean of the Faculty

Subject: _____

I have not checked the Stadium lately so I do not know the condition of the grass. As you know Baccalaureate is scheduled for Sunday, August 31, and Commencement is scheduled for Thursday, August 4 in the Stadium. We are hopeful that the grass will be as green as we can make it. I am wondering if the field and track should be watered down before both of these exercises so that we may keep down the dust.

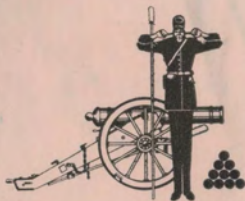
Thank you.

Signed: _____

REPLY:

Date: _____

Signed: _____



To: Mr. Cade Suran

Date: July 18, 1966

From: John D. Garwood, Dean of the Faculty

Subject:

Just a brief reminder that the Baccalaureate Exercises are scheduled for Sunday, July 31, and the Commencement is scheduled for Thursday, August 4.

I have not checked the Stadium this summer. Would you check to see that all athletic equipment, etc., is picked up?

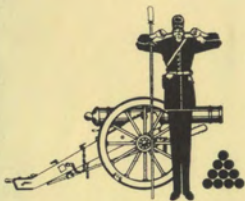
Thank you.

Signed:

REPLY:

Date:

Signed:



Fort Hays Kansas State College

MEMORANDUM

Hays, Kansas
67602

To: Mr. Keating, Comptrolëer

Date: June 22, 1966

From: John D. Garwood, Dean of the Faculty

Subject: _____

Ben Caskey reports that we have about 800 folding chairs in good working condition. We have a number of other chairs in a somewhat disreputable state of repair.

I believe Ben said we set up about 900 chairs in the field for Commencement. I suppose that we will need 1,000 chairs for the spring of 1967 as we will have more graduates and more people on the faculty.

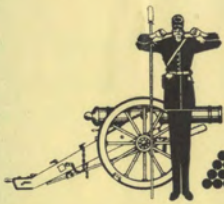
It is Ben's recommendation that we order 700 chairs so that we will have ample chairs for the field and also chairs to be set up in the Coliseum in case of inclement weather. Ben's suggestion was 700 chairs, I am not sure what he would feel would be the rock-bottom to be ordered. I am passing this information along to you as chairman of the Committee.

Signed: _____

REPLY: _____

Date: _____

Signed: _____



Fort Hays Kansas State College

MEMORANDUM

Hays, Kansas
67602

To: Dr. Bartholomew

Date: June 28, 1966

From: John D. Garwood, Dean of the Faculty

Subject: _____

Dear Leland:

We are enclosing copies of last summer's Baccalaureate and Commencement Programs. This year our Baccalaureate is Sunday, July 31 at 8:00 p.m. and the Commencement is at 8:00 p.m., August 4. As usual we would like to prevail upon the Music Division to provide the music for these programs.

You will note that in the past Commencements and Baccalaureates we have had a prelude to the academic procession. Several academicians have suggested that it would be nice if we could have several pieces played prior to the academic procession. It was pointed out that the audience would be appreciative of another number or two. In the event this could be arranged it would be appreciated as several people have brought this to our attention.

Enc.

Signed: _____

REPLY:

Date: _____

Signed: _____



Fort Hays Kansas State College

MEMORANDUM

Hays, Kansas
67602

To: Dr. Sam Hamilton

Date: June 28, 1966

From: John D. Garwood, Dean of the Faculty

Subject: _____

Dear Sam:

I understand that over the past weekend you have spent the time reading Time, Life, New Republic, and the Faculty Bulletin. I feel that your reading these publications regularly will make you keenly cognizant of the world situation.

After reading these publications, I noted that our Commencement is set for 8:00 p.m., August 4 in Lewis Field Stadium. You have established an enviable record in giving invocations at these services and I would like to solicit your cooperation again for the Summer School students. As I have indicated in previous communications in such cases, if there is any expense, you should process this through Walter Keating and enclose your receipts,

Signed:

REPLY:

Date: _____

Signed:



To: Dr. Richard Burnett

Date: July 7, 1966

From: John D. Garwood, Dean of the Faculty

Subject: _____

I believe that we informed you previously that Pastor David T. Agnew will give the Baccalaureate Sermon, and that Pastor George Beebe will give the Invocation and Benediction. Pastor Howard J. Merches, Church of Christ, will give the Scripture Reading and Prayer. I have informed Pastor Merches which Scripture Reading Pastor Agnew wants read.

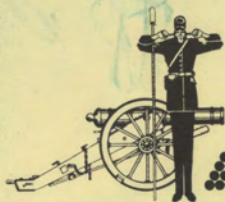
We will send all the ministers a program once they are printed. I have informed the ministers that you will contact them prior to Sunday, July 21.

Signed: _____

REPLY: _____

Date: _____

Signed: _____



Fort Hays Kansas State College

MEMORANDUM

Hays, Kansas
67602



To: Dr. Burnett

Date: June 27, 1966



From: John D. Garwood, Desn of the Faculty

Subject:

Dear Dick:

Would you be in charge of the platform for the Summer Baccalaureate as you have in the past? Reverend David Agnew is to give the Sermon and George Beebe is to give the Invocation and Benediction. I want to ask Pastor Wall of the Trinity Lutheran Church to give the Scripture Reading and Prayer but I have not been able to contact him.

Thank you.

Signed:

REPLY:

Date:

Signed: