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Fort Hays Kansas State College
REMINDER TO DEGREE CANDIDATES AND FACULTY
Spring Commencement
1967

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

Information dealing with the graduation exercises has been mailed to all degree candidates. A change is being made in the information which was recently mailed to you. The REHEARSAL FOR COMMENCEMENT will be conducted Saturday afternoon, May 27, at 1:30 p.m. rather than Friday evening, May 26, at 7:30 p.m. Please amend your information accordingly. Thank you.

Fort Hays Kansas State College
REMINDER TO DEGREE CANDIDATES AND FACULTY
Spring Commencement
1967

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.

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| FRIDAY, May 26 - 7:30 p.m. | REHEARSAL FOR COMMENCEMENT. Degree candidates gather on the cinder track "220 straightway" on the North Side of the Field leading into the Stadium. (See directions on page 2.) |
| SATURDAY, May 27 - 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, May 28 - 8:00 p.m. | BACCALAUREATE SERVICES Stadium. Degree Candidates wear Academic dress. Degree Candidates gather for the processional at 7:30 p.m. on the cinder track "220 straightway" on the North Side of the Field leading into the Stadium. |
| Monday, May 29 - 12:00 noon | LUNCHEON FOR DEGREE CANDIDATES. Memorial Union. No academic gowns. |
| Monday, May 29 - 8:00 p.m.
7:15 p.m. ----- | COMMENCEMENT Stadium. Candidates meet on the cinder track "220 straightway" on the North Side of the Field leading into the 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. In so far 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.

If the Commencement Exercises are held in the Coliseum, the sound will be piped into the ballroom of the Memorial Union so that those unable to obtain seats in the Coliseum may hear the exercises in the Memorial Union.

Inclement Weather (Cont.)

In the event it is necessary to hold the Commencement exercises in the Coliseum, each candidate will be given four (4) tickets for his distribution to those he might like to attend Commencement. These tickets will be distributed at the Monday 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, Tuesday and Wednesday, May 23 and 24. Full academic dress is worn on the campus by degree candidates at the following designated events; namely, President-Faculty Reception, Saturday, May 27; Baccalaureate, Sunday, May 28; and Commencement, Monday, May 29. 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.

Candidates who are not on the campus this semester and therefore cannot get cap and gown on Tuesday and Wednesday, May 23 and 24, may get cap and gown during regular office hours (8:00 a.m. to 11:50, and 1:00 p.m. to 5:00, Monday through Friday; and on Saturday, May 27 from 8:00 a.m. to 11:50).

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

Rehearsal for Commencement

Degree candidates meet, Friday, May 26, 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. Gather on the cinder track "220 straightway" on the north side of the Field leading into the Stadium. In the event the rehearsal cannot be held Friday evening because of adverse weather, rehearsal will be held at 4:00 p.m., Sunday, May 28 at Lewis Field. If weather conditions prevent rehearsal Friday evening, May 26, it will be announced over KAYS Radio Station at 7:00 p.m., Fri., May 26, that the rehearsal has been postponed. If the weather Sunday afternoon is such that a rehearsal at Lewis Field is not possible, a rehearsal will be held in the Coliseum at 4:00 p.m. Sunday. Please be prompt.

Commencement

Order of March. Candidates meet on the cinder track "220 straightway" on the North Side of the Field leading into the Stadium promptly as indicated on page 1, in full academic dress. Tardy people necessitate rereading the order of march. Please be

Commencement (Cont.)

punctual. Candidates will be arranged in line of march according to the subject fields and kind of degree. Faculty will precede the candidates in the line of march.

Seating of Graduates and Faculty

As in other years, the faculty does not march in the processional for Baccalaureate. The faculty does participate in the processional for Commencement. The platform will be on the South Side of the Field facing north. Faculty and graduates will be seated in the center of the field directly in front of the platform. The seats on both sides of the Stadium will be available for spectators. In the event of inclement weather which would necessitate holding Baccalaureate and/or Commencement in the Coliseum, the faculty are asked not to attend because of the limited seating facilities of the Coliseum.

Conferring of Degrees

All candidates for degrees will be seated in prearranged order in the center of the field. 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 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.

Degree-Candidates Luncheon

The luncheon honoring members of the graduating classes will be at 12:00 noon, Monday, May 29, at the Memorial Union. Candidates are urged to consult the letter from Mr. Stones, Executive Secretary, Alumni Association, for complete information about the Degree-Candidate Luncheon.