

# Avila University Commencement 2024 Candidate Instructions

April 2024

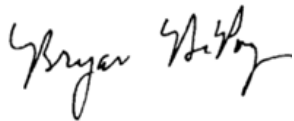
Dear Avila Graduate,

Congratulations! Your hard work and dedication to excellence has culminated in this celebration of your academic achievements at Avila University!

Commencement is a joyful and meaningful time to reflect on your many experiences at Avila. The faculty, staff, and administration are privileged to have been part of your life and we are pleased to celebrate your accomplishments on May 4<sup>th</sup>, 2024.

We hope you achieve all of your personal and professional dreams and look forward to your active support of the University as an Avila alumnus.

With best wishes,

A handwritten signature in black ink, appearing to read "Bryan DePoy". The signature is fluid and cursive, with the first name "Bryan" and last name "DePoy" clearly distinguishable.

Bryan DePoy, DM  
Provost and Senior Vice President of Academic Affairs

# Avila University Commencement 2024

## Candidate Instructions

### General Instructions

Please read these Commencement Instructions carefully as there is **no rehearsal** for Commencement. There will be a **mandatory** Graduation Meeting on May 1<sup>st</sup> at 4:00 p.m. in the Mabee Fieldhouse. If you are unable to attend, please notify us at [academicaffairs@avila.edu](mailto:academicaffairs@avila.edu) and we will make sure you get the important information!

During Commencement, all degree candidates (undergraduate and graduate) will be recognized individually while walking across the stage to receive a diploma cover. Baccalaureate candidates will be seated by degree, not alphabetically and Master's degree candidates will be seated by degree and school, not alphabetically.

### Graduation Meeting

At the Graduation Meeting, the following offices will be available to answer any questions you have about exit processes:

- Registration and Student Records
- Business Office
- Career Services
- Alumni Relations

Each student will check in with the Registration and Student Records Office. There will be a table with laptops if you need to complete a graduation application. You will receive a colored name card and be asked to write the phonetic pronunciation of your name on this card. You will leave this card with the Registration and Student Records Office staff, and it will be handed to you at check-in on May 4<sup>th</sup>.

The Registration and Student Records Office will review these instructions for the Commencement Ceremony and answer questions.

# Arrival and Processional

## Degree Candidates

Degree candidates need to assemble in academic dress on Saturday, May 4, in the Athletic Pavilion by 2:30 p.m. Candidates will be seated by degree and school, not alphabetically. You must check in with the Registration and Student Records Office table. Find your card color group and be seated. Graduates will be in the Athletic Pavilion only a short time before the processional begins, please be on time.

At the appropriate time, the University Registrar will ask everyone to line up accordingly and anyone not in place will be excluded from the graduation processional.

## Academic Processional

Degree candidates will follow the Student Marshals out of the Athletic Pavilion towards the Quad, meeting up with the faculty processional at Whitfield Centre. The processional will follow as noted below.

## Processional Order

The academic processional will form at 3:30 p.m. in the following order:

Avila Flag Bearers

Dr. Jim Burkee, President

Dr. Bryan DePoy, Provost and Senior Vice President of Academic Affairs

Commencement Speaker(s)

Members of the Board of Trustees

Candidate Announcer(s)

President's Executive Team

Faculty

(2) Student Marshals

Master's Degree Candidates in the School for Innovative Professional and Graduate Studies

Master's Degree Candidates in the School of Business

Master's Degree Candidates in the School of Education

Master's Degree Candidates in the School of Applied Health Sciences

Master's Degree Candidates in the School of Psychology

Bachelor of Science Degree Candidates

Bachelor of Arts Degree Candidates

# Granting of Degrees

Degrees will be granted as follows:

All Master's degree candidates will rise at the request of Dr. DePoy and remain standing while the degree is conferred en masse by President Burkee. After the degree is conferred en masse, the Student Marshals will lead rows of graduates to line up for their names to be called. While approaching the stage, candidates will hand their reader card with their name on it to the Reader. The Student Marshals will guide the candidates to and from the stage to their original seat.

All Bachelor's degree candidates will rise at the request of Dr. DePoy and remain standing while the degree is conferred en masse by President Burkee. After the degree is conferred en masse, the Student Marshals will lead rows of graduates to line up for their names to be called. While approaching the stage, candidates will hand their reader card with their name on it to the Reader. The Student Marshals will guide the candidates to and from the stage to their original seat.

Dr. Burkee, Dr. DePoy, Dr. Jett, Dr. Smith and the chair of the Board of Trustees will be greeting graduates and handing out diploma covers on the stage.

# Recessional

Participants will depart in the following order during the playing of the recessional:

Platform Party  
Administration and Faculty  
Master degree recipients  
Undergraduate degree recipients

# Academic Dress

By this time, you have ordered your cap, gown, and tassel. Master's degree candidates have ordered their hoods.

Master's degree candidates should have their hood draped over their left arm during the processional. You will hand that to the faculty member on stage.

Caps should be worn straight, not tilted, or tipped back.

Tassels should be worn on the right side. Do not change your tassel from the right side until instructed to do so.

Based on Avila tradition, we encourage you to wear dark shoes, dark skirts or pants, and long-sleeved white blouses or shirts. Wear comfortable shoes but not flip flops. Flowers should not be worn with academic dress.

# Honor Regalia

## (Undergraduates Only)

Students with a grade point average (GPA) of 3.50 to 3.74 on a 4.0 scale have earned the honor of graduating Cum Laude. Students with a grade point average of 3.75 to 3.89 have earned the honor of graduating Magna Cum Laude. Students with a grade point average of 3.90 to 4.0 have earned the honor of graduating Summa Cum Laude.

Honors for Commencement will be determined based on the student's cumulative GPA at the end of the fall 2023 semester. Final honors will be based on your complete academic record once degrees have been verified and officially conferred. If you have any questions regarding your GPA, please contact the Registration and Student Records Office at (816) 501-2410.

## Miscellaneous

### For Degree Candidates and Family Members Needing Accommodations

Candidates unable to march in the procession because of physical reasons should notify Daniel Weigel in the Student Access Office at [daniel.weigel@avila.edu](mailto:daniel.weigel@avila.edu) as soon as possible.

If accommodation (e.g., signing, wheelchair access) is required for graduates or guests, please contact the Student Access Office. There will be no wheelchairs available. Guests requiring wheelchairs should bring them.

Accessibility parking is available in front of the Goppert Performing Arts Center.

### Graduation Pictures

**Grad Images** will be taking photographs of each graduate at the moment the diploma cover is awarded. Proofs and ordering information will be emailed to you within a week after graduation.

### Local Broadcast of Commencement

Avila State University will live stream the ceremony on the Avila website. A link will be available the morning of the ceremony on the website.

### Inclement Weather Plans

In the case of inclement weather, the Commencement ceremony will be held on Sunday, May 5<sup>th</sup>, 2024 from 4:00 p.m. – 6:00 p.m. A decision to move the ceremony to the following day will be made by May 1<sup>st</sup>, 2024, and students will receive an email notifying them of the

change. It will also be posted on the Avila website and/or on social media. Details can be found online at <https://www.avila.edu/graduation-commencement/>.

## Questions

Please email [academicaffairs@avila.edu](mailto:academicaffairs@avila.edu) with any questions concerning Commencement.

Updated 4/2024