



2024 Graduate *Information Form*

FORM CLOSES ON 12.1.23.

You may edit your responses until the form closes.





SCAN TO COMPLETE

OFFICE OF THE REGISTRAR
REGISTRAR@ALLENUNIVERSITY.EDU



Important Commencement Information

Ticket Information	Students who are approved to participate in the Commencement Ceremony will be eligible to receive a limited number of tickets. Every guest must have a ticket to enter.	
Commencement Ceremony Attire	<p><u>Men</u> White collar shirt Black slacks Black shoes Black or dark necktie</p> <p><u>Women</u> Black dress -or- black skirt and black blouse Black shoes - closed or peep-toe only</p> <p>No Greek or organizational paraphernalia can be worn except after the degrees have been conferred.</p> <p style="color: red;"><i>Please adhere to the above requirements. If you do not follow the requirements, you will be removed from the lineup before the processional begins.</i></p>	<p>Peep-Toe Shoe Example</p>  <p>Closed-Toe Shoe Example</p>  <p style="color: red;">Prohibited Items: Tennis shoes, sneakers, sandals, flip-flops, sunglasses, purses, bags</p>
Baccalaureate Program Attire	Same guidelines as the Commencement Ceremony. You will need your academic hood for the hooding ceremony, which is part of the program.	Each graduate can invite no more than three (3) guests.
<p>Decorum</p> <p>Graduates are expected to honor the dignity associated with commencement exercises and maintain an appropriate measure of decorum during the graduation ceremony. In addition to wearing appropriate attire, graduates shall refrain from disruptive behavior, which includes but is not limited to, stepping, stomping, hopping, or chanting. Graduates shall process across the stage in a measured, safe, and professional manner. Please be reminded that this is a university event, and all graduates are subject to discipline under the Student Code of Conduct. Transcripts for violators will be held until the adjudication process is complete.</p>		

Important Dates & Deadlines

September 25, 2023	December Graduation Applications Due
October 30 – November 10, 2023	Degree Audit Meeting w/ Registrar’s Office
November 15, 2023	<ul style="list-style-type: none"> • Financial Aid Requirements Due for December Graduates • Senior Portfolio Due for December Graduates
November 27 – 30, 2023	December Graduates Only: Graduation Clearance Forms
February 12, 2024	May Graduation Applications Due
February 16, 2024	<p>Graduation Fee is Due - \$300 <i>Fees cover: Cap, gown, tassel, hood, diploma cover, diploma insert, announcements, photos, Senior Dinner, and Graduation Cookout</i></p>
March 15, 2024	<ul style="list-style-type: none"> • Financial Aid Requirements Due for May Graduates • Senior Portfolio Due for May Graduates
May 6, 2024	May Graduates Only: Graduation Clearance Forms
May 6-10, 2024	Senior Week (<i>Itinerary is Forthcoming</i>)
May 10, 2024	Baccalaureate Services
May 11, 2024	Commencement Services

Please check your email daily to stay current with Commencement information.



Statement of Decorum

The faculty and staff of Allen University congratulate you on your academic achievement and wish to ensure the commencement ceremony will be a fitting conclusion to this phase of your education. The commencement ceremony is, by its very nature, a festive occasion. The festivity manifests itself in many ways including the dress of the students; the faculty adorned in academic regalia; and the warmth, joy, and satisfaction of accomplishment. The ceremony is also marked by dignity and seriousness where the actual conferring of diplomas signifies long, hard work on the part of everyone involved: students, faculty, administrators, parents, and families. As a consequence of the dignified nature of the ceremony, students, teachers, staff, families and guests are expected to maintain a measure of decorum consistent with the occasion.

As such, we would remind you that:

1. Signs, fireworks, bottles, beach balls, flowers, cans, drugs, alcohol are not permitted.
2. Noisemakers of any kind including, air horns, drums, and trumpets, are strictly prohibited.
3. Cell phones, electronic devices and watch alarms should be silenced and/or powered down.
4. Conversations and talking are prohibited during the ceremony.
5. Young children in need of attention or who are disruptive should be escorted out of the ceremony immediately.
6. Disruptive behavior of any kind including shouting, yelling or other demonstrations during the ceremony are prohibited.
7. Family and guests are expected to remain seated for the entire ceremony, refrain from leaving their seats in order to take pictures, not to talk to graduates or leave prior to the conclusion of the ceremony.
8. In order to maintain the dignity and seriousness of the ceremony - guests violating the Statement of Decorum will be asked to leave and will be escorted out by security.

Allen University wishes to continue the proud tradition of permitting each graduate to be acknowledged by the Provost as his/her name is spoken. The last graduate is as important as the first. As a result, applause and other recognition of the conferring of diplomas are expected to be limited to a joint effort at the conclusion of the ceremony.



Graduation Cap Decoration Guidelines

Decorations on graduation caps (mortar boards) are a symbol of pride and accomplishment. The decorations represent personalized statements about accomplishments that can be presented in the form of a quote, an image, or a symbol.

To ensure that commencement exercises remain dignified celebrations of achievement of all students, the following rules must be followed when decorating caps for graduation:

- Cannot contain any advertisement, symbols, abbreviations, initials, words, slogans, patches, or pictures that are of a sexual nature or refer to drugs or controlled substances, tobacco, alcohol, or weapons;
- Cannot denote an affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior that is detrimental to the safety and welfare of others;
- Cannot be obscene, profane, vulgar, or lewd;
- Cannot threaten the safety and welfare of others;
- Only the flat, top area of the mortar board may be decorated. There may be nothing besides the tassel hanging down from any of the sides of the cap;
- Decorations must be flat on the surface of the cap. 3-D creations may not exceed a height of one inch above the mortar board surface; and
- Graduation caps will be reviewed and approved by a commencement volunteer on the day of your commencement ceremony upon graduate check-in.

Not sure if your decorations meet the guidelines?

Email the Registrar's Office for guidance: bkeaton@allenuniversity.edu.

GRADUATION REQUIREMENTS FOR FINANCIAL AID

December Graduates Deadline: November 15, 2023

May Graduates Deadline: March 15, 2024

1. Studentaid.gov- Exit Counseling



2. Reference Page



3. Copy of your driver's license

4. Project Success Modules *(Please provide completion certificates for Project Success Modules)*

- a. Module 1 - Financial Basics
- b. Module 2 - Managing Student Loan Debt
- c. Module 3 - Workplace Transition



Please email all documents to: financialaid@allenuniversity.edu.

You must complete these requirements to receive graduation clearance.

ALLEN UNIVERSITY
COUNSELING & PLACEMENT – SENIOR PORTFOLIO REQUIREMENTS

December Graduates Deadline: November 15, 2023

May Graduates Deadline: March 15, 2024

As you prepare your senior portfolio, please follow these instructions carefully and ensure you have the necessary materials:

Required Items for Your Senior Portfolio:

- 1. Cover Page:** Create a cover page that includes your Full Name, Degree Program, and Concentration.
- 2. Resume:** Include your current resume.
- 3. References:** Provide contact information for 3 references (no letters required):
 - Full Name
 - Title
 - Address
 - E-mail Address
 - Phone or Cell #
- 4. Academic Work:** Include a copy of your best academic work, such as a graded paper, research project, or a copy of a presentation or concert.
- 5. Statement of Personal Achievements & Future Goals:** Write a brief statement summarizing your achievements at Allen University and your aspirations for the future. This statement will be valuable for interviews and graduate school applications.
- 6. Proof of 3 Graduate School Applications:** Include acknowledgment letters for three graduate school applications.
- 7. Proof of 3 Employment Submission Letters:** Include acknowledgment letters for three job applications.
- 8. Proof of Attendance:** Show evidence of attending three professional development workshops, virtual career fairs, or events.

Portfolio Material Requirements:

A binder will be provided. This binder will help keep your documents organized and presentable.

Once your senior portfolio is complete, submit it to Dr. Joseph Ray, Director of Counseling Services, at his office located in the basement of Arnett Hall.

Remember to invest time in this process, enjoy it, and ensure that you complete all requirements promptly.