

March 14, 2008

Dear MA Candidate:

According to a US Census Report printed in January, 2006, only 9.4% of the US population has completed a Master's degree or higher. This puts you in an elite group, and I congratulate you. I am writing to let you know about Adams State College's spring commencement ceremony.

When: Saturday, May 10, 2008 at 10:00 am

Where: Plachy Hall Fieldhouse (map of ASC campus enclosed)

**You must be at the Fieldhouse by 9:15 am to begin formation of the procession.
PLEASE be punctual.**

We hope that you will attend and take part in the ceremony. The ceremony itself is a mixture of tradition and fun. I think you will enjoy seeing your professors in their academic attire and sharing this last ritual with your cohort and classmates. We do expect that the graduating class and the audience will refrain from any action or symbol which detracts from the approved program. Loud whoops and hollers from your loved ones are acceptable, however! The doors will be opened for families and guests at 9:00 am.

At the ceremony, you will receive a diploma cover. Your actual diploma and an official transcript will be mailed to you approximately six to eight weeks after the ceremony, *if* you have met all of the graduation requirements. Be sure you have taken care of the items on the list below so there is no delay in receiving your diploma.

1. Ensure that all incompletes have been completed and grades turned in if the course is part of your degree plan.
2. If you are completing coursework at another institution during your final semester, ASC must receive an official transcript for that coursework by June 7, 2008 if the course is part of your degree plan. If we do not receive this by the deadline, you will be deleted from the spring graduation list and you must reapply to graduate for a subsequent semester.
3. All official transcripts for transfer courses must be sent to your advisor or to the Graduate School *before* graduation, unless currently enrolled (see #2).
4. All accounts must be cleared with the Business Office, Financial Aid Office, Perkins Loan Officer, and the Library *before* graduation. If not, a *hold* will be placed on your diploma and transcripts until your account is cleared.
5. Your diploma and transcript will be mailed to the address you listed on the graduation application. If your address has changed, please notify Karie Young at kmyoung@adams.edu.

6. Please remember, if you cannot meet these deadlines, you will be deleted from the spring graduation list and must apply to graduate for a subsequent semester.

To order your cap and gown, please contact the ASC Bookstore at 719/587-7912. Graduation announcements are also available. Hoods are loaned to you for the ceremony. Please see the attached “Instructions for Commencement”.

Enclosed with this letter are an information sheet about the ceremony, a map of the campus for those of you coming to ASC for the first time, and a list of local hotels. Immediately following the ceremony, a reception for graduates and their guests will be held in the Plachy Hall Fieldhouse.

Again, I wish you my hearty congratulations. This is truly an important achievement in your life and I hope to see you at the commencement ceremony. If Karie, Melissa or I can answer any questions, please feel free to contact us at ascgrad@adams.edu or at 719/587-8152 or toll free at 866/407-0013.

Sincerely,

Dr. Teri McCartney
Associate Provost of Graduate Studies