

# *You are invited to participate in commencement on May 9th, 2025!*

Hello and congratulations!

BSU will be holding two ceremonies on May 9<sup>th</sup>, 2025!

If you have not received the status of your graduation application, it may be that you have recently submitted it to the Records Office, or it is being reviewed by your major department. You will receive an email to your BSU account containing the status of your graduation application when your status has been determined.

The status of your graduation application does not determine your ability to participate in the commencement ceremony. If you are receiving this email, we've received your graduation application, and you are invited to participate in the ceremony!

Diplomas are not received at the ceremony. They are mailed out when we have verified you have completed all the requirements for your degree.

The commencement [website](#) has been updated and contains detailed information regarding the ceremony.

## **LOCATION:**

Commencement will be located at the **Sanford Center, 1111 Event Center Drive NE, Bemidji MN**. Please note that this is not on the Bemidji State University Campus. Please allow time for travel, parking, and entering through the metal detectors. Doors will open for guests one hour prior to each ceremony.

## **TICKETS:**

No tickets are required for the student or their guests.

## **COMMENCEMENT BOOKLET/PROGRAM:**

You can verify your name as it will appear in the commencement program. The commencement booklet is located on the commencement homepage under Planning for Commencement. You will either be listed in the Commencement Booklet Undergraduate or Commencement Booklet Graduate depending on your degree level. If you cannot find your name in the booklet, or if you have any questions about what is printed, immediately notify the Records Office at [graduation@bemidjistate.edu](mailto:graduation@bemidjistate.edu). Email documentation will be needed if you are requesting to change anything that is stated in the program.

***Absolutely no changes will be made to the program after April 4<sup>th</sup>!***

## **COMMENCEMENT AND ACADEMIC HONORS:**

### **Summa Cum Laude, Magna Cum Laude, Cum Laude**

BSU's policy on academic honors and the requirements for earning them can be found in the academic catalog.

Academic honors are awarded based on your **overall BSU GPA**. The commencement booklet is printed before spring 2025 grades are due; therefore, academic honors for commencement purposes are determined from fall 2024 overall GPA. (Honor Medallions will be available at the Sanford Center in the same area as you pick up your commencement name card.) If your GPA meets the requirements for academic honors **AFTER** the spring 2025 semester has ended, you will be awarded the appropriate honors on your academic record (transcript) and diploma.

### **CAP AND GOWN:**

Undergraduate students who participate in the commencement exercise **MUST** wear a **GREEN** cap and gown. Graduate students who participate **MUST** wear a **BLACK** cap and gown.

**Regalia can be purchased online through the BSU Bookstore.**

If you have questions regarding regalia for the commencement ceremony, please contact the Bookstore at 218-444-8509, Monday through Friday, 9am – 3pm.

### **COMMENCEMENT NAME CARD:**

**You will receive your name card when you check in at the Sanford Center. If your name is pronounced in a specific way, please write it out phonetically for our name announcer. You will hold your card during the march and hand your card to the announcer when you step on stage.**

Your commencement name card will ask for your **personal** email address and phone number. After the ceremony is over you will be contacted at that email address about graduation pictures.

It is important we are able to contact you when you are no longer enrolled at BSU, please make sure the contact information on your commencement name card is accurate.

### **DAY OF THE CEREMONY:**

**Arrive at the Sanford Center 1 hour prior to your ceremony through Gate 4!**

- 10:00 a.m. — College of Creativity, Enterprise and Place
- 1:00 p.m. — College of Science and Health

A table will be set up at the Sanford Center with name cards. Honors medallions are also available for those listed as a recipient of academic honors in the booklet.

Only bring what you can carry during the ceremony. You will not be allowed to re-enter the Sanford Center after the ceremony so no items can be left in the convention center where you line up.

### **IMPORTANT DIPLOMA INFORMATION:**

When you walk across the stage you will receive a diploma cover that includes a letter from President Hoffman; degrees are not received at the ceremony.

*\*It is your responsibility to change your diploma address in e-services before the completion of the spring 2025 semester.\**

Diplomas specifically state your name, degree, and if you have been awarded academic honors. You will not see your major stated on your diploma. Your transcript is your official documentation of your time spent at BSU. Transcripts state your degree and all earned academic majors/minors/certificates.

## **AFTER THE CEREMONY:**

Time to wait! Check your DARS report to make sure all your grades have been posted and all requirements completed. We cannot post a degree if there is outstanding coursework (in progress/incomplete notations) on your academic record. Degree posting can take anywhere from 4-6+ weeks after spring grades are due. If any deficiencies occur on your record after the ceremony, you will be notified via email; make sure you check the email address you entered on your graduation application for updates.

**If you have any questions, please contact the [Records Office](#) 218-755-2020**



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