To: 2013-2014 Graduates  
From: Wanda Owen, Associate Registrar  
Date: October 7, 2013

Re: Preparation for Graduation

If you plan to graduate this year, please read this letter carefully.

GRADUATION DEADLINES:

Oct. 25, 2013  
Fall Graduates: Due date for formal Degree Check* (Undergraduate level students)

Nov. 15, 2013  
Degree Application due in Registrar’s Office.  
This applies to students graduating in fall 2013, spring 2014, or summer 2014.

➢ If you do not return the form, we will assume you do not intend to graduate this year.

Nov. 29, 2013  
Spring and Summer Graduates: Due date for formal Degree Check* (Undergraduate level students)

*DEGREE CHECKS (Undergraduate level students): If you have not had your formal degree check, contact the following immediately:

• Campus Day Students. Contact Wanda Owen, Associate Registrar (913) 758-6121 or ext. 6121.
• Evening/Weekend Undergraduates. Contact Wanda Owen, Associate Registrar (913) 758-6121 or ext. 6121.

GRADUATION EXERCISES: Formal graduation exercises are held only once a year. Mark your calendars now for May 10 (Commencement). May graduation exercises include persons completing degree requirements in fall 2013, spring 2014, and summer 2014.

If you plan to participate in graduation exercises in May, please indicate this on your Degree Application Form. Detailed information concerning graduation will be mailed in February to all who indicate their intent to participate. The purchase price for cap, gown, and hood are “to be determined”, but usually range from $90-120. Order forms and instructions will be sent to you in February.

GRADUATION FEE: A graduation fee of $100.00 is a one-time fee, payable during the semester in which you complete degree requirements. The graduation fee helps to cover general costs related to graduation, such as transcript processing, diploma, commencement activities, etc. The graduation fee is included in your semester charges and is paid directly to the Business Office.

If you have questions about any of the above items, please feel free to contact one of the following:

• Your Academic Advisor or Program Coordinator
• Wanda Owen (913) 758-6121 or owenw@stmary.edu

Leavenworth  
4100 South 4th Street  
Leavenworth, KS 66048  
913-682-5151 • Fax: 913-758-6140

Center for Graduate & Continuing Studies  
11413 Pflumm Road  
Overland Park, KS 66215  
913-345-8288 • Fax: 913-345-2802

www.stmary.edu