

# COMMENCEMENT PARTICIPATION

## YOUR PATH TO GRADUATION:

The commencement ceremony, held in early December, is a time when Paul Smith's College gathers to recognize the accomplishments of members of the academic community, including distinguished guest, faculty, alumni and students.

## TO PARTICIPATE:

- You must have an overall GPA of 2.00 or higher & be on track to complete degree requirements in order to be eligible to walk.
- If you are missing 4 or less credits you are eligible to participate in commencement as long as you meet the requirements above.
- You are not awarded your degree until you have completed all outstanding credits & noncredit work experience.

### TO DO:

*Complete online graduation survey, you will receive via email from the office of the provost by November 16, 2018.*

## MISSING 5-9 CREDITS

- You must petition to participate in commencement: submit your degree completion plan to the Office of the Provost no later than Friday, November 16. see below for example and details on how to write your degree completion plan.
- It is highly recommended that you schedule an appointment with your advisor or the Center for Academic & Career Success (CACS) to review your plan prior to submitting to the Office of the Provost.
- If you need further guidance in writing your plan please reach out to your advisor or a member of the CACS team.

## CONTACT INFO:

Courtney Bringley- Director; [cbringley@paulsmiths.edu](mailto:cbringley@paulsmiths.edu); 518-327-6059  
Melinda Bard- Success Coach; [mbard@paulsmiths.edu](mailto:mbard@paulsmiths.edu); 518-327-6444  
Maureen Pellerin- Success Coach; [mpellerin@paulsmiths.edu](mailto:mpellerin@paulsmiths.edu); 518-327-6959

If you are within 5-9 credits of completing your degree and plan on participating in December Commencement, you MUST submit a Degree Completion Plan in writing to the Office of the Provost no later than November 16<sup>th</sup>. The guide below outlines what should be included in your plan and offers a template that you can follow as you draft a plan that suits your particular situation.

### Steps to Completing your Degree Plan:

1. Schedule an appointment with your Advisor or a Success Coach to discuss options for completing missing coursework online or at another institution.
2. Send course descriptions to the Registrar's Office for verification of transfer eligibility.
3. Draft a **Degree Completion Plan** ensuring that you include:
  - a. The courses needed to complete your degree
  - b. Where you plan to complete your courses
  - c. The time frame you plan to complete your courses within (recommended 12-24 months)
4. Submit your plan as a Word or Pdf attachment and email to Provost Hunt-Bull at [nhuntbull@paulsmiths.edu](mailto:nhuntbull@paulsmiths.edu) and CC your Academic Advisor, the Registrar ( [Registrar@paulsmiths.edu](mailto:Registrar@paulsmiths.edu)) and [mbard@paulsmiths.edu](mailto:mbard@paulsmiths.edu) (or the Success Coach you worked with if applicable) on this email.

*Although it is not required that you meet with a Success Coach, we highly recommend that you do so to insure that your Degree Completion Plan will be approved without hesitation. See bottom of first page for contact info to get in touch with a Success Coach. However, if you have already been working closely with your Academic Advisor and feel confident in your plan you do not need to meet with a Success Coach.*

### EXAMPLE OF DEGREE COMPLETION PLAN:

Dear Provost Hunt-Bull,

Please accept this Degree Completion Plan as part of my petition to participate in the December 2018 Commencement at Paul Smith's College. I currently have 3 courses remaining to complete my degree, totaling 9 credits. I have completed all other graduation requirements for my Arboriculture and Landscape Management (AALM) degree. At this time, I have already completed the required 20 Credit Hours of Liberal Arts courses needed. I have also emailed all the courses to the Registrar to ensure they will transfer back to PSC.

### My Missing Courses:

1. **Elective (3 credits)** - I will be taking Intro to Psychology - PSY 101 through Straighter-Line. I plan to begin this course after Graduation: January 14, 2019. Course Description: [Introduction to Psychology - PSY101](#)
2. **NRME Elective (3 credits)** – I will be taking Introductory Environmental Science - ENV 100 through Straighter line. I plan to begin this course after completion of my Psychology course ~ March 1, 2019. Course Description: [Introduction to Environmental Science - ENV101](#)
3. **Written Communication-Reinforcing (3 credits)** – I will be taking English Composition II – WNG 012 via Straighter line. I plan to begin this course after completion of my ENV100 course ~April 1, 2019. Course Description: [English Composition II - ENG102](#)

All of my coursework and transcripts will be completed and submitted to the Registrar no later than 5/31/19.

Thank you for your time and consideration of my request to participate in commencement. I have carefully evaluated my remaining requirements and ensure that I will have a degree in hand by the end of the summer.

Sincerely,  
John Smith