

Graduation Information

1. Applications for graduation should be completed in the term prior to your planned graduation. (Example: If you plan to graduate December, your application for graduation should be submitted by the end of the summer term, not the end of the Fall 1 term). There is a \$125 graduation fee.
2. If you have any questions or concerns regarding your graduation status, please contact your Student Services Coordinator or Graduate Program Assistant to ensure that you are on track as soon as possible.
3. A Graduation Prep Fair will be hosted on a Friday and Saturday 6-8 weeks prior to the graduation ceremony for students to come to the Parkville campus to get their cap, gown and hood, order announcements, talk with career development, and more. If you are local, then you can come on those dates. If you cannot make it on those dates, you can go in anytime to the bookstore to pick up your cap, gown, and hood. The bookstore orders a variety of sizes in bulk, so you do not have to preorder your cap and gown
4. If you are not local or are local, but cannot make it to the bookstore, then contact the bookstore at 816-584-6747 to make arrangements to have your cap, gown, and hood shipped to you. The bookstore orders a variety of sizes in bulk, so you do not have to preorder your cap and gown. Just contact them and give them your height and weight and they will send the appropriate gown to you. All you will need to pay for is shipping and handling.
5. Please be sure to try on your gown when you get it, so you can ensure it fits and the zipper works. If not, then contact the bookstore and they will send you another one.
6. Graduation information will be mailed out to each student who has applied for graduation 3-4 weeks prior to the ceremony that will provide instructions, location of the ceremony, and time to be there. Please read through that packet carefully and contact the Graduate School if you have any questions or concerns.
7. There are no honor cords given out at the Graduate level
8. The commencement in the Kansas City area is held at the Community of Christ Auditorium, 1001 W. Walnut, in Independence, MO 64050
9. You may invite as many guests as you want to the graduation ceremony
10. Tassel and Hood color for each program:

MBA	MPA	Education	Healthcare	Communication
Brown	Light Blue	Dark Blue	Emerald Green	White

11. **If you have any outstanding documents missing (such as GRE or GMAT scores, letters of recommendation, the Praxis, etc) you will need to submit them in order to receive your diploma.**
12. **At the time of a scheduled commencement, students must have all program requirements completed to participate in that ceremony.**