2020 Graduation Information
Duke Divinity School

Graduation Checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
<th>Check</th>
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<tbody>
<tr>
<td>Graduation Check</td>
<td>December 1, 2019</td>
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<tr>
<td>Certificate programs (AEHS/Prison Ministry, etc.) complete your tracking sheet and turn into Ashley Lunn</td>
<td>Monday, March 16, 2020</td>
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<tr>
<td>Financial Aid Student Load Exit Interview</td>
<td>Tuesday, March 24, 2020</td>
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<tr>
<td>Complete Senior Portfolio</td>
<td>Tuesday, March 24, 2020</td>
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<tr>
<td>Register to Graduate in DukeHub</td>
<td>Wednesday, April 1, 2020</td>
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<tr>
<td>Give to Class of 2020 Gift! (deadline to be included in program)</td>
<td>BEFORE April 22, 2020</td>
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<tr>
<td>Order Tickets for Divinity Baccalaureate</td>
<td>Wednesday, April 22, 2020</td>
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<tr>
<td>RSVP for Senior Banquet</td>
<td>Friday, April 3, 2020</td>
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<tr>
<td>Review Senior Portfolio with Academic Advisor (MDiv &amp; MTS)</td>
<td>Friday, May 1, 2020</td>
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<td>• Approved thesis for ThM and MTS students</td>
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<tr>
<td>Pay any remaining Bursar balance</td>
<td>Friday, May 1, 2020</td>
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<tr>
<td>Submit Field Ed Evaluations to Field Ed office (via Sakai)</td>
<td>Friday, May 1, 2020</td>
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<td>Order Regalia for Graduation festivities</td>
<td>through Saturday, May 9</td>
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<tr>
<td>Complete the Graduate Student Questionnaire (GSQ)</td>
<td>April 13-May 8, 2020</td>
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Important Event Dates:

**Wednesday, April 15**
- 11:25am—Senior Cross Service (Goodson Chapel)
- 12:30pm—Senior Class photo in front of Duke Chapel
- 12:45pm—Baccalaureate Rehearsal in Duke Chapel (MANDATORY for residential students)

**Thursday, April 16**
- 11:25am—Closing Convocation (Duke Chapel)
- Faculty and graduates line up at 11:15 in Westbrook hallway
- 12:30pm—Community-wide lunch

**Wednesday, May 6**
- 6:00pm—Senior Banquet

**Saturday, May 9**
- 5:00pm—Graduates arrive in Goodson Chapel
- 6:30pm—Divinity Baccalaureate and Hooding Ceremony (Duke Chapel)
- 8:00ish (we hope!)—Light Reception in the Divinity Café following Baccalaureate

**Sunday, May 10**
- 8:15am—participants in University Commencement arrive
- 9:00am—University Commencement Exercises at Wallace Wade Stadium

If you want more details about any of the information above, details and contact information is below:

**Academic Questions** (Office of Academic Programs)
CONTACT—Deb Hackney and Ashley Lunn academics@div.duke.edu

- All graduates should have completed a graduation check by December 1, 2019.
- Complete your Senior Portfolio by April 1 and review Portfolio with academic advisor by May 1.
- Make sure you have registered to graduate on DukeHub by April 3.
• Make sure all your Field Education evaluations have been turned in to the Field Education office.
• If you are doing a certificate program (Anglican Studies, Prison Ministry, etc.), make sure your tracking sheet has been completed and turned in.

**Bursar’s Account**
CONTACT – University Bursar’s Office, 919-684-3531 or bursar@duke.edu

• If you have any unpaid balance on your bursar’s account (outstanding bills, library fines, parking tickets, flex charges, etc.), you will not receive your diploma.
• Please be sure all fees are paid and your account cleared by May 1.
• If you have an outstanding balance after May 1, your diploma will be held at the University Registrar’s office until your bill is cleared.
• You will not be able to obtain a copy of your transcript while you have an outstanding balance.

**Financial Aid Exit Interview** (Office of Financial Aid)
CONTACT – Cassandra Pettigrew cassandra.pettigrew@duke.edu and Cherelle Richardson cherelle.richardson@duke.edu

• All students who received a Federal student loan or Duke University Institutional loans while enrolled at Duke Divinity School must complete a Student Loan Exit Counseling session prior to graduation.
• Someone from the University Personal Finance Office will conduct a Student Loan Exit Counseling session here on Tuesday, March 24 from 12:30 PM-1:30 PM in Westbrook 0016 for Divinity graduates. You should receive an email request to sign up for this session from the Duke Personal Finance Office. Lunch will be provided.
• If you are unable to attend the Exit Counseling session you may set an appointment with the Duke University Student Loan and Personal Finance Office to complete your Student Loan Exit Counseling session at another time.

**Graduating Student Questionnaire (GSQ)**
CONTACT – Cathy Watson cwatson@div.duke.edu

• All graduates must complete the Graduating Student Questionnaire (GSQ) which tracks demographics, levels of debt, and other data from seminarians.
• A link to the survey will be sent on April 13 and you will have until May 8 to complete it.
• A screen shot of your completed survey should be mailed to academics@div.duke.edu by May 8.
• You cannot pick up your diploma until you have completed the GSQ.

**Attire/Academic Regalia**
CONTACT – Cathy Watson cwatson@div.duke.edu

• Masters students and doctoral student should wear a black robe (preaching, academic, cassock) and red hood for Divinity. No mortar boards or tams for Divinity Baccalaureate. Mortar boards (Masters) and tams (Doctoral) are only worn to the University-wide commencement service in Wallace Wade stadium on Sunday, May 10.
• Inexpensive Masters robe packets are available for order from the Duke Stores or by contacting Stacie Smith, Manager Divinity Bookshop at stacie.smith@duke.edu
• Custom robes may also worn. The Divinity Bookshop will be hosting “Robe Day” today, with custom robes available for sale at a 20% discount.
**Class of 2020 Gift** (Office of External Relations)
CONTACT – Mycal Brickhouse mbrickhouse@div.duke.edu

- Each year the graduating class is asked to give a gift to the Annual Fund to say thank you for the financial aid that many have received and to support future students. One of the wonderful parts of giving is that you can **give your gift in honor or memory of someone** who helped you through Divinity School (parents, significant others, friends, faculty, and churches, etc.). Your thank you will be printed in the baccalaureate program! You can give online or with cash, check, or credit. **If you want your honor or memorial to be included in the baccalaureate program you need to give BEFORE April 22.**
- Checks should be made payable to “Duke Divinity School” with “Class of 2020 Gift” in the memo line.

**Class of 2020 Banquet** – Wednesday, May 6 at 6:00 pm (Location TBD)
CONTACT – Mycal Brickhouse mbrickhouse@div.duke.edu

- This event is for graduates and one guest. An electronic invitation will go out by March 15.
- $5/student and $10 for Guest
- Please RSVP by Wednesday, April 29.

**Graduate Cross Service** – Wednesday, April 15 at 11:25 am in Goodson Chapel (Chaplain’s Office)
CONTACT – Meghan Benson meghan.benson@duke.edu and Nohemi Ramirez nramirez@div.duke.edu

- No special attire is worn to this service and graduates do not process.
- Graduates will receive a glass prayer cross. The color of the crosses this year is blue.
- The preacher for this service is nominated by the graduating class, and Meghan Benson will make the final decision about the preacher.
- Graduates who are unable to attend the service may stop by the Chaplain’s Office (101 Westbrook) to pick up a cross. Crosses will not be available for pick-up until after the service through the week after Baccalaureate

**Baccalaureate Rehearsal** – Wednesday, April 15 at 12:45 pm in Duke Chapel (Chaplain’s Office)
CONTACT – Meghan Benson meghan.benson@duke.edu and Nohemi Ramirez nramirez@div.duke.edu

- A mandatory rehearsal for the Divinity baccalaureate will be held at 12:45pm following the Graduate Cross Service and class photo on the Chapel steps at 12:30.
- At this rehearsal, you will be instructed in the details of the hooding ceremony and other important information about the Divinity baccalaureate service which is on Saturday, May 9 at 6:30 pm in Duke Chapel.
- If you live more than 90 minutes from Duke, you do not need to attend this rehearsal (but if you can, you should)

**Closing Convocation** – Thursday, April 16 at 11:25 am in Duke Chapel (Chaplain’s Office)
CONTACT – Meghan Benson meghan.benson@duke.edu and Nohemi Ramirez nramirez@div.duke.edu

Attire: Regular attire. Caps and gowns are not worn to this service.

- Graduates will line up by 11:15 am to process. The Chaplain’s Office will email more information about this closer to the event.
- The faculty marshal (Curtis Freeman) will lead you into Goodson and assist you with seating.
• Please know you may be separated from your friends if you are asked to start a new row. Such is life.
• A community-wide luncheon will follow the service.

**Divinity Baccalaureate** – Saturday, May 9 at 6:30 pm in Duke Chapel (Chaplain’s Office)
CONTACT – Meghan Benson meghan.benson@duke.edu and Nohemi Ramirez nramirez@div.duke.edu

Tickets:
• Click [here](#) to register for tickets. This link will be emailed to all graduates today.
• Graduates can register online for up to four tickets which admit guests for seating in Duke Chapel during the priority seating window from 5:30-6:00 pm.
• If you are attending but don’t need any guest tickets, **you should still go online to register your attendance.**
• Graduates participating in the service do not need a ticket. Only guests need tickets.
• If you need additional tickets, check with your classmates and other graduates. We have set up a Google doc for students to use to exchange tickets. Click [here](#) to access it. Please note that the Chaplain’s Office does not have any extra tickets. Tickets may only be given freely—no charging $!
• The deadline for registering for tickets is Wednesday, April 22.
• Graduates can pick up tickets by showing their Duke ID at the Bryan Center Information Desk during the following times. **Only the person who registered for the ticket can pick it up.** The Chaplain’s office does not manage the ticket exchange. If you are giving one or more tickets to someone, you are the one to handle giving the ticket/s.
  o Mon-Fri, April 27-May 1: 11 am – 6 pm
  o Mon-Fri, May 4-8: 11 am – 6 pm
  o Sat, May 9: 9 am – 3 pm
• IMPORTANT TO NOTE: Once you have registered online for tickets, a confirmation email will be automatically generated. **Please check that the email is from Nohemi Ramirez and the subject line says “Baccalaureate Tickets Spring 2020 Confirmation”** If you do not receive a near-instant email, then you have not registered for the Divinity Baccalaureate service. (There are other University-wide baccalaureate services, and people have been known to register for other services.) If you have questions, please contact the Chaplain’s office who can help you correctly register.

Wheelchair Seating:
• **Please** contact Nohemi Ramirez (nramirez@div.duke.edu) if you have ticketed guests who will be in a wheelchair to pre-register them for special seating. It can create a terrible crisis for events management if the number of wheelchairs and guests is not accurate.
• Each wheelchair guest will be able to have three companion sit with them. Both the wheelchair guest and the companions must have tickets to be admitted to the wheelchair seating section.
• You need to provide the wheelchair. If you need a wheelchair please contact the Duke Disability Office at 919-668-1267.

Language Translation:
• Please contact Nohemi Ramirez by Monday, April 20, if you have ticketed guests who need language translation. The Chaplain’s Office will do their best to meet these needs.

Photography and Livestreaming:
• The Divinity School will hire a professional photographer to take individual photos of each graduate as they are being hooded. A link to a website where these photos can be purchased for a modest price will be mailed to graduates following the service.
• Due to fire codes and regulations, guests are not permitted to stand in the aisles to take photographs.
They may take photos from their seats but we ask that they not stand up or move into the aisle.

- The service will be livestreamed for viewing by those who are unable to attend. A link to the livestream will be sent to graduates several weeks ahead of the service. You can also look for the link at www.chapel.duke.edu.

Day of the Divinity Baccalaureate service:
- By 5:00 pm, graduates should report to Goodson Chapel and find the seat with your name on it. (Seating is alphabetical by degree program.) Because there are a number of important things happening during this time, you will be asked to remain seated and to generally be quiet.
- Graduates’ names will be read through three time to check for attendance and pronunciation. If you are not present by the third reading, your name will not be called during the baccalaureate service.
- At 5:30 pm, Duke Chapel will open for guests holding priority seating tickets. Admission will be through the main front doors except for those in wheelchairs or otherwise needing to use the handicapped entrance which is on the side of Duke Chapel facing the Westbrook building.
- Guests who arrive before 5:30 pm and whose health prevents them from standing in line to be seated can report to 110 Gray.
- At 6:00 pm, general seating of persons not holding priority seating tickets begins. After this time, Duke Chapel will be filled on a “first come, first served” basis and tickets will not guarantee a seat.
- Once the University Events Management staff determines that Duke Chapel is filled to capacity, they will direct any remaining guests to overflow seating in 0016 Westbrook. Note that guests with small children might consider opting for seating in 0016 Westbrook where food is allowed and there is easy access to restrooms. Once seated in Duke Chapel, movement is difficult.
- Following the service, all graduates and their guests are invited to a reception honoring graduates in the Divinity Café.

Duke University Commencement Ceremony – Sunday, May 10, 9:00 am at Wallace Wade Stadium
CONTACT – Cathy Watson cwatson@div.duke.edu
- All graduates participating should line up by 8:15 am. Cathy Watson will send out details about where to line up closer to the event.
- Graduates should wear caps (or tams) and gowns with hoods for this ceremony.
- For more information, visit https://commencement.duke.edu/

Diploma Distribution for May 2020 Graduates (Office of Academic Programs)
CONTACT – Ashley Lunn ashley.lunn@duke.edu
- Diplomas will be distributed after the Divinity Baccalaureate service on Saturday, May 9 in the breezeway outside of the Academic Programs offices.
- If you have not completed the GSQ or have an outstanding balance on your bursar’s account, you will not be able to pick up your diploma.
- All May 2020 diplomas not picked up the night of Baccalaureate may be picked up in the Academic Programs office by Tuesday, May 12. All remaining diplomas will be mailed out after May 12.