

Greetings:

We are writing you today because you are either a Fall 2017 graduate, have successfully defended and filed your thesis/dissertation or you might be very close to defending and filing your thesis/dissertation. If any of these apply to you, please read this memo carefully and fill out the [2017 Commencement Participation and RSVP form](#) by March 2nd (also make sure you have filled out the [MA](#) or [PhD](#) Intent to Graduate form if you haven't done so already). We would like to celebrate this wonderful achievement with you!

If you aren't close just yet, keep working as best you can, check in if we can support you in any way, and just send Wendy Arce (warce@gtu.edu) a quick email letting her know you won't make our April 3rd filing deadline. Please reach out if you'd like to discuss where you are in the process and how our offices can be of support.

Please Note: Even if you are unable to participate in GTU's graduation ceremony, please complete the [2017 Commencement Participation and RSVP form](#). This helps us keep track of all graduates.

Eligibility

Students who have successfully defended **and filed** their thesis/dissertation (providing the final copies with all the accompanying documentation with appropriate signatures to Fredonia Thompson) on or before **Friday, April 3, 2017, 4pm** and have not previously participated in the GTU commencement are eligible. This is a firm deadline – make sure that you have filed your dissertation and completed all the necessary paperwork with Fredonia Thompson – otherwise, you are ineligible to participate in the 2017 Commencement Exercises in the May.

Common MA Students - Please note, you will still need to complete coursework during the Spring 2017 semester, which will continue after you file your thesis and after you participate in the ceremony. Therefore, your graduation will be contingent on the successful completion of the courses required for your degree.

2017 GTU Commencement Exercises

During the GTU Commencement Exercises each graduate receives a diploma from the President of the GTU. Each graduate is also individually recognized in the "hooding ceremony," when the Advisor and Dean place the doctoral or MA hood over the head of the graduate, signifying success in completing the program. The event is free and open to the public (there is limited seating). This year, GTU Commencement Exercises will be held on:

Date: Thursday, May 11, 2017

Time: 4:00 PM

Location: Pacific Lutheran Theological Seminary (PLTS)
Chapel of the Cross
2770 Marin Avenue
Berkeley, CA 94708

Graduates need to arrive to PLTS by **3:15 p.m.** to receive instructions for the procession and hooding procedure. A reception follows in the courtyard immediately outside the Chapel.

For Information about Commencement, please contact:

**Wendy Arce at warce@gtu.edu 510-649-2400 or
Fredonia Thompson at ftompson@gtu.edu 510-649-2461**

The GTU Graduates Reception

The GTU Board of Trustees hosts a reception (organized by the GTU Advancement Office) for all GTU common MA and Doctoral graduates, their families and guests the night before commencement. You will receive specific details about this event from the Advancement Office, but please mark your calendars. This event is a lovely opportunity to gather with friends, family and the entire GTU community to celebrate the successes of the graduating class. The evening features a program in which faculty advisors provide brief remarks about the graduate's work and accomplishments. The reception will be:

Date: Wednesday, May 10, 2017
Time: 5:00 PM
Location: Church Divinity School of the Pacific (CDSP)
St. Margaret's Courtyard & Tucson Common Room
2451 Ridge Road
Berkeley, CA 94709

For Information about the Trustees Reception contact:
Chris Cox at ccox@gtu.edu, 510-649-2531
The GTU Advancement Office

Attached, please find three forms (Intent to Graduate, [MA/PhD](#)— return immediately, [2017 Commencement Participation and RSVP form](#) due March 2nd), and two documents detailing information about regalia, where to order, costs and a description. We are happy to order regalia for you to rent, but if you'd like to purchase, you will have to order it directly from the vendors. **Our MA graduates do not tend to buy their regalia, so just fill out your information for the rental if you'll be participating in commencement. If you do want to buy your regalia, you can contact the vendors provided on the cap and gown order form.** If you have any questions, please contact Wendy Arce, Fredonia Thompson or Kathleen Kook. If you have any questions, do not hesitate to contact me at kkook@gtu.edu, 510-649-2464, Fredonia Thompson at fthompson@gtu.edu, 510-649-2461 or Wendy Arce at warce@gtu.edu, 510-649-2400.

We look forward to celebrating with you!



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