



Educational Leadership Doctoral Program

Commencement Participation Information

Ordering Academic Regalia

1. Please note that special regalia have been designed for WKU doctoral students. Thus, students must rent or buy their regalia through the WKU Store to ensure that they have the proper regalia to participate in commencement.
2. The graduation fee that doctoral students pay when they apply for graduation includes the purchase of the doctoral hood and rental of the other pieces of the WKU doctoral regalia (gown and tam). Students should attend Grad Fair (typically, late March or late October) to place their rental order.
3. Doctoral students who would like to purchase the additional pieces of the WKU academic regalia (gown and tam) should contact the WKU Store about current pricing. To ensure that purchased regalia arrive on time, students should visit the WKU Store to be measured by January 31 for spring commencement or August 31 for fall commencement.
4. Contact the WKU Store for additional information by calling (270) 745-2466.

Participating in the WKU Commencement Ceremony

1. Doctoral students are hooded during the WKU commencement, typically by their dissertation committee chair.
2. In order to participate in the commencement ceremony, doctoral students must complete the attached Commencement Participation Confirmation form and submit it to the **Office of Doctoral Studies** according to the deadline dates printed on the form.
3. After verifying the provided information, the Office of Doctoral Studies will submit the completed form to the WKU Office of the Registrar.
4. Specific information about participation in the ceremony will be provided by the Office of the Registrar upon receipt of the completed Commencement Participation Confirmation form.
5. Consult the WKU Commencement web-site <http://www.wku.edu/commencement/> for general information about commencement, or contact the Office of the Registrar at (270) 745-5432 for more specific information about the participation of doctoral students in commencement.



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Commencement Participation Confirmation

***Students:** Bring this Confirmation Form, the Dissertation Signature Sheet, and the Graduate Studies Form E to your Dissertation Defense.

Name _____ E-mail _____
(Print name as you prefer it to be printed in the commencement program)

Home Address _____

Telephone: Daytime _____ Evening _____

I plan to participate in the WKU 20__ Commencement held in Fall _____ Spring _____

Doctoral Dissertation Chair Information:

(Name) (Title)

Title of Dissertation :

Date of Successful Dissertation Defense/Submission of Form E*: _____

**Note: The above date MUST represent a successful final defense that is prior to the submission deadline dates listed below. Students who provide a defense date after these dates will not be able to participate in the upcoming commencement. NO EXCEPTIONS.*

Doctoral Dissertation Chair Name and Signature Verifying Successful Dissertation Defense:

(Printed Name) (Signature) (Date)

Your dissertation chair will normally hood you at commencement. If your dissertation chair is not available for commencement, you may identify below a different faculty member who will perform the hooding ceremony. Please confirm this person's availability before listing his/her name. Note that WKU has discontinued the practice of allowing multiple faculty members to participate in your hooding.

(Name) (Title)

FINAL IMPORTANT NOTE: Submission of this form does not guarantee your eligibility to participate in the WKU commencement ceremony. In order for you to participate, all information provided must be complete, accurate, and verifiable prior to the deadlines below.

Submit this form by the following deadlines:

Fall Commencement: Participation confirmation due by **November 15**

Spring Commencement: Participation confirmation due by **April 15**

Return to: WKU Office of Doctoral Studies
1906 College Heights Blvd, #91030
Bowling Green, KY 42101-1030