



To: Faculty and other members of the instructional staff

From: José Magdaleno, Vice President for Student Affairs *magdaleno*

Re: Preliminary information regarding the 2018 Commencement Ceremony

Date: February 27, 2018

Commencement day offers the Lehman College community an opportunity to celebrate the awarding of its highest honor – the granting of a degree. This is indeed a particularly important year, as this class will be participating in the 50th annual commencement ceremony. Please note on your calendar the following arrangements for the 2018 commencement ceremony scheduled for Thursday May 31st 2018 at 10:00 AM. We hope you will be part of this memorable event.

The commencement ceremony will be held on the south field of the campus, rain or shine. Faculty and other instructional staff who will be participating in the procession are asked to assemble in the East Dining Room on the first floor of the Music Building. There is no rehearsal. A light breakfast will be available in the East Dining Room starting at 8:30 AM.

In accordance with long established practice, all full-time members of the faculty are expected to take part in the procession. All administrative officers of the college are also expected to attend. An invitation to participate in the academic procession is also extended to all other members of the instructional staff including adjunct professors, visiting professors, HEO's and retired faculty who, if they wish to attend, are asked to notify their department chairs.

The procession line will form in the East Dining Room at approximately 9:15 AM. The entire ceremony will last approximately 1 1/2 hours. A reception for graduates, their guests and all members of the college community will be held after the ceremony in the campus quad in front of the Music Building.

If you need academic regalia for commencement, it is available for rental online at <http://www.jostens.com/apps/store/customer/1055383/Lehman-College/> **The deadline for online faculty orders is Wednesday, March 21st.** After March 21st generic regalia will be available in the bookstore. For more information or questions please contact the bookstore manager, Caitlyn Newsom 1270mgr@follett.com or 718-220-3059.

A summary of the complete commencement day program will be available on or about May 7, 2018. In the interim, should you need additional information, please contact Jerilyn Day in my office at 718-960-8241.