

## INSTRUCTIONS TO CANDIDATES FOR COMMENCEMENT

Saturday, May 10, 2025

### *FOR CANDIDATES WHO HAVE APPLIED FOR GRADUATION AND SENT IN AN RSVP FOR COMMENCEMENT*

The 2025 Commencement Committee hopes that the following information will be helpful in making the Commencement activities more enjoyable for you and your guests. **There is no rehearsal for Commencement, so please read these instructions carefully.** Thank you in advance for your cooperation. Information may also be found on the Commencement website at [www.udmercy.edu/current-students/commencement](http://www.udmercy.edu/current-students/commencement).

### PRE-COMMENCEMENT PREPARATION

#### Caps, Gowns, Hoods & Tassels

Caps, gowns, hoods and tassels may only be ordered online. Go to [herff.ly/udmercy](http://herff.ly/udmercy) to place an order. **Bachelor degree candidates wear a white hood with the University seal on the front.** The hood is included in the complete package, but may also be purchased separately by contacting Herff-Jones. More information is on the Herff-Jones website.

All caps, gowns, hoods and tassels are yours to keep. Detroit Mercy souvenir tri-color tassels (optional) are available at the time you place your order. **Souvenir tri-color tassels cannot be worn at Commencement.** When you receive your order, please make sure it fits and contact the company ASAP if it doesn't. The gown is not intended to go to the floor. It should fall between your knees and mid-calf. Herff-Jones representatives will be in Calihan Hall on the day of the ceremony before each ceremony for any last minute issues with your cap, gown or hood.

#### Attire

Commencement is a formal academic ceremony. Only approved academic regalia may be worn. Candidates' gowns should not contain adornments such as jewelry, flowers, signs, etc. Gown decoration is **strictly limited to** university, college/school honor regalia such as a cord, sash, pin and/or medallion. The University **does not use honor cords for Latin honors awarded to any undergraduate student.** Caps are allowed to be decorated as long as the decoration remains flat on the cap (no 3-D decoration), does not hang off the cap, and does not contain hate speech, advertisements, symbols, words, or slogans conveying messages inappropriate at a dignified ceremony.

Although Calihan Hall is **not air-conditioned**, fans may be used to circulate the air. With up to 2,000 graduates, faculty, staff and guests, depending on the weather, it may be warm, so please dress accordingly. Since you will be standing in line and marching both inside and outside for about an hour, **comfortable shoes are strongly recommended.** The number one complaint from graduates each year is that they did not wear comfortable shoes!

#### Existing Concerns

Commencement is a major endeavor. Since faculty and staff are busy with Commencement duties, **any individual concerns should be directed to your College/School immediately.** Do not wait until Commencement Day.

#### Graduation with Honors

Honors are awarded to undergraduate students who have completed all of their degree requirements as of the end of Fall 2024 or Winter 2025 and all final grades have been recorded. Honors will be on your diploma and transcript but are not printed in the commencement program because the program is printed before honors are determined.

Honors designations are: summa cum laude GPA 3.90 or above, magna cum laude 3.70 and above and cum laude 3.50 or above. All undergraduate coursework in the cumulative GPA at Detroit Mercy is used in the calculation for honors. All students must have completed a minimum of 60 hours at Detroit Mercy to qualify for honors. Candidates for Summer 2025 degree completion **will not** have honors read at Commencement because the coursework is incomplete and the final GPA is not yet determined. Honors information cannot be altered on your announcer card on Commencement Day. Please refer to the specific **Undergraduate Catalog** for information regarding honors. **Honors are not awarded at the master, specialist or doctoral degree levels.**

#### Diploma

If all degree requirements have been met, financial balances - including the graduation fee - have been paid, and the diploma order processed, your diploma will be mailed to your **home address** on file. Please make sure to verify your address in your Student Profile.

## Location

Share a copy of the McNichols Campus map with your guests so that they may familiarize themselves with the campus, its facilities and parking.

## Parking and Traffic

Parking will be crowded. **CAR POOL and ALLOW EXTRA TIME TO PARK. Accessible parking** in front of Calihan Hall, is **limited and restricted** to those with valid disability stickers or license plates. Additional accessible parking is available in Lot E, east of the Fitness Center. See enclosed map for details. To expedite leaving campus after the Ceremony, all vehicles exiting the McNichols Gate will be required to make a right turn. You must stop if the light is red.

## Guest Tickets/Seating -

**Each graduate is asked to invite no more than 8 guests.** Seating is on a first-come, first-served basis once the doors to Calihan Hall open, 8:30 a.m. for the morning ceremony and 2:00 pm for the afternoon ceremony. There is no main floor-level seating for guests, except those who are in need of accessible seating. Please try to social distance.

## Accessible Seating

Guest seating is restricted to the upper arena, which is accessible only by stairs. A **very limited number** of accessible seats are available on the main floor. Only one escort is permitted to sit with those who require accessible seating. Escorted entry is through the **northeast arena door only**. Seats are on a first-come, first-served basis and University marshals will assist. Strollers will **not** be accommodated in the disability area, but wheelchairs and walkers may be used.

**Accessible seating is very limited.** Please be mindful that when it is full, those not able to walk up the stairs to seating will be directed to overflow seating in the lobby to watch the ceremony livestreamed. Livestreaming will be available on our website for those who are unable to make it to campus.

## COMMENCEMENT DAY TIMETABLE

Take candid photos prior to the ceremony and send to #detroitmercy2025 and they will display as guests are arriving for the ceremony

### Morning Undergraduate Ceremony for Bachelor Degrees

8:30 am	Calihan Hall Doors open for morning ceremony
8:45 am	Undergraduate Candidates line-up in their colleges/school (see room locations on back page)
9:30 am	Undergraduate Student Processional begins the Commencement Ceremony
12:00 pm	Ceremony ends at approximately 12:00 pm Immediately following the ceremony, graduates, their guests, faculty, and administration will gather in Kassab Mall for celebration.

### Baccalaureate Mass      **Candidates (Graduate and Undergraduate) and Guests of all faiths are invited**

1:00 pm	Baccalaureate Mass in Student Union Ballroom
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### Afternoon Graduate Ceremony for Master/Specialist and Doctoral Degrees

2:00 pm	Calihan Hall Doors open for afternoon ceremony
2:15 pm	Graduate Candidates line up in their respective college/school (room locations back page)
3:00 pm	Graduate Student Processional begins the Commencement Ceremony
5:00 pm	Ceremony ends at approximately 5:00 pm Immediately following the ceremony, graduates, their guests, faculty, and administration will gather in the Kassab Mall for celebration.

## Food/Drinks/Snacks Available

**Limited food, drinks and snacks will be available for purchase throughout the day.**

## Baccalaureate Mass

Baccalaureate Mass is an integral part of the Commencement activities and candidates and guests of all faiths are invited to join this Catholic Mass thanking God for our blessings and praying for our future. If you would like to volunteer or take part in planning, please contact University Ministry at (313) 993-1560. Cap and gowns are to be worn for mass.

Mass begins at 1:00 pm in Student Union Ballroom

## ASSEMBLY

**Please do not arrive late.** Candidates must be present in their assigned assembly rooms by 8:45 am for the morning ceremony and by 2:15 pm for the afternoon ceremony to receive commencement instructions, seat information and an announcer card. There is no rehearsal so it is important to be on time for information provided during assembly. (See Room Assignments on back page.)

## Caps & Gowns

Inside your cap, there is a "front" designation. Wear your tassel on the right side of your cap. You will be instructed during the ceremony when to change it to the left. Check to see if your tassel matches the rest of your classmates receiving the same degree. **No red, white and blue tri-color tassels are permitted.** If you are receiving a master or specialist degree and wearing a hood, please follow the package directions. Doctoral candidates will carry their hoods. Bachelor degree hoods should display the University seal on the front.

## Seat Assignment and Announcer Card

**IMPORTANT:** An individualized 3x5" color-coded index card will be distributed to each candidate in your assembly room prior to the processional lineup. Typed on each card is the candidate's name, any earned honors (determined by your college/school if your degree is completed) and college/school section/seat number. The number corresponds with your seat in the arena. The ceremony sequence follows the **Commencement Program** and is the order you walk forward to the President during the ceremony. **Keep this card with you at all times and present it to the Marshal near the announcer's podium. If the card is not presented to the Marshal, your name will not be read.** The Announcers have been instructed to read only the college/school typed information, but if you believe your name may be difficult to pronounce, you may write it phonetically on the card.

## Processional Lineup

Follow the specific instructions by your Faculty Marshals. Candidates will form double columns/lines. Facing the direction of the procession, candidates with the odd numbered ID Cards will be in the left column, candidates with the even numbers in the right column. If the person next to you is a no show, march alone.

## PROCESSION

Nearly 20 minutes are needed to line up the participating candidates. Once the college/school processions are formed, the various components will move to Sacred Heart Square from their line-up areas and march to Calihan Hall. In Detroit Mercy tradition, a bagpiper leads the Procession. **Rain or shine, the procession will take place. If rain is predicted, you may wish to bring an umbrella.**

## Order of March

The order of the march and presentation of degrees are dictated by college/school founding date: Humanities, Arts & Social Science - 1877, Engineering & Science - 1911, Business Administration - 1916, Health Professions - 1941, Nursing - 1941 and Architecture & Community Development - 1964. Each college/school will be led by its Banner Bearer who is followed by the Faculty and Undergraduate or Graduate Candidates, for the respective morning or afternoon ceremony.

## Candidate Seating

In Calihan Hall, follow your Marshal's instructions and **proceed to your numbered seat and remain standing.** Leave seats empty for absent candidates. College/school seating is arranged alphabetically by degree. It also serves to help your guests, if they are following the **Commencement Program**, to know when you will be walking forward to be awarded your degree. Once the platform party is in place, the Ceremony will begin. Throughout the Ceremony, listen to the Grand Marshal's instructions. The candidate seating plan will not be determined until commencement week based on those who have sent in their RSVP. **If your guests are interested in the general area where you will be sitting on the arena floor, have them review the seating diagram posted near the northeast and northwest entrances of Calihan Hall.** They can also get candidate seating information from an usher or see it on the commencement website.

## COMMENCEMENT CEREMONY

Commencement is a formal event that provides public recognition of your academic achievement. **The Ceremony will last approximately 1.5 or 2 hours depending on morning or afternoon ceremony. PARTICIPANTS ARE TO REMAIN IN CALIHAN HALL FOR THE DURATION OF THE PROGRAM.**

### Decorum

The Commencement Committee asks that you and your guests please show proper respect for the Ceremony and the other candidates by adhering to:

- **Remain quiet and dignified during the Ceremony.** Shouting between balcony guests and floor candidates is disrespectful and disruptive.
- Any sound-making devices (such as air horns) are prohibited.
- Cell phones/pagers should be turned off during the entire ceremony.
- Bottles, cups or cans will not be allowed in the processional.
- Those with alcoholic beverages are subject to removal from the Procession and Ceremony.
- **Out of respect, candidates are expected to remain in their seats and stay for the entire ceremony.**
- Due to risk of injury, **caps should not be thrown in the air.**
- Photographs and videos will only be allowed from the upper seats or outside the hall. **No floor photographs or videotaping by guests or professional photographers other than those hired by the University is permitted.**

**Although celebration by graduates and guests is appropriate, air horns, balloons, screaming, banners, etc. are not. At the Presentation of Degrees, so that each graduate's name may be heard, please ask your guests to refrain from prolonged expressions of joy when your name is read.**

To add dignity to the event, all candidates/graduates are to remain in their position throughout the event. Restroom facilities are located in the hall to the left of the north doors you used to enter the arena. If you leave the arena prior to the end of the ceremony, a marshal will retain your diploma cover until you return.

### Conferring of Degrees

This is the most important and solemn part of the ceremony. The Grand Marshal will ask candidates from each college/school to rise. **Stand in place.** The Dean will then recommend to the President that the degrees be conferred. The President will comply.

### Awarding of Degree

**Follow Marshals' directions.** Each college/school graduate will move towards the stage on the ramp in single file in seat card number order to receive his/her degree. Present your individualized announcer card to the Marshal who will present it to the Announcer. You will be told when to walk across the stage, start walking and proceed to the President. **YOU WILL START WALKING BEFORE YOUR NAME IS READ**, please continue walking towards the President. Receive your diploma cover with your left hand and shake hands with the President with your right hand. Move down across in front of the stage and shake hands with your Dean. Then proceed down the last aisle to the rear of the arena and then back to your seat via the same aisle used in the processional.

### Photographs

Photographers from **Grad Images** will photograph you three times: in the back of Calihan Hall on the way up to receiving your diploma cover, as you are awarded your diploma cover from the President and then as you are returning to your seat. Graduates will receive proofs from **Grad Images** as soon as they are available after the event. You can pre-register your family and friends on the Graduation Images website and receive 20% off your order. After graduation you may order online at [www.gradimages.com](http://www.gradimages.com) or call (800) 261-2576.

## RECESSION

The Recessional will be orderly and dignified. Immediately following the ceremony there will be a celebration in Kassab Mall with music, refreshments, and photo opportunities. Please plan to meet your family and guests in the Kassab Mall so that all candidates and guests can leave the arena without delay.

### FOR FURTHER INFORMATION

#### Regarding:

Graduation Requirements  
Cap & Gown/Other Questions  
Baccalaureate Mass  
Student Accounts/Graduation Fee

#### Contact:

College/School Dean's Office  
Office of the Registrar [registrar@udmercy.edu](mailto:registrar@udmercy.edu)  
University Ministry  
Student Accounting Office

Varies by college  
(313) 993-3313  
(313) 993-1560  
(313) 993-1420

# ASSEMBLY ROOM ASSIGNMENTS for PROCESSIONAL MARCH

Saturday, May 10, 2025

**NOTE: THESE INSTRUCTIONS HOLD EVEN IN THE EVENT OF RAIN.**

If rain is predicted, bring an umbrella.

Candidates must be present in the room and building assigned by  
8:45 am for the morning Bachelor degree ceremony and by 2:15  
pm for the afternoon Master/Specialist/Doctoral degree ceremony.

If you arrive late, you may not be able to join the procession.

Buildings will be locked during the ceremony. Do not leave anything in your building.

**BUILDINGS WILL NOT BE UNLOCKED UNTIL AFTER THE CONCLUSION OF THE CEREMONY.**

## **CANDIDATES FOR DOCTORAL DEGREES:**

Doctor of Philosophy

Life Science 118

Doctor of Nursing Practice

Life Science 118

## **COLLEGE OF LIBERAL ARTS & EDUCATION:**

Master/Specialist degrees

Briggs 13

Bachelor degrees

Briggs 13

## **COLLEGE OF BUSINESS ADMINISTRATION:**

Master degree

CF 138

Bachelor degrees

CF 138

## **COLLEGE OF ENGINEERING AND SCIENCE:**

Master degrees

Engineering 120

Bachelor degrees

Engineering 237, 239

## **COLLEGE OF HEALTH PROFESSIONS:**

Master degree

CHP 1<sup>st</sup> floor

Bachelor degree

CHP 1<sup>st</sup> floor

## **McAULEY SCHOOL OF NURSING:**

Master degrees

Chemistry 114

Bachelor degrees

Chemistry 114

## **SCHOOL OF ARCHITECTURE & COMMUNITY DEVELOPMENT:**

Master degrees

Architecture Exhibition Space

Bachelor degrees

Architecture Exhibition Space

**Congratulations to our 2025 Graduates!**

**2025 Detroit Mercy Commencement Committee**

Visit [www.udmercy.edu/current-students/commencement](http://www.udmercy.edu/current-students/commencement) for the latest information regarding 2025 Detroit Mercy Commencement!

**#detroitmercy2025**