

March 26, 2020

Dear Spring 2020 graduation candidates,

Last week a broader communication was sent out from CUC's administration ([President Dawn's 3/16/20 memo](#) and [Dean Gebhardt's 3/18/20 email](#) to undergrad students) postponing CUC's spring 2020 undergraduate and graduate (master's and doctoral) commencement ceremonies scheduled for Saturday, May 9. I want to reinforce that the postponing of commencement ceremonies will not affect your official graduation from Concordia-Chicago. If you are eligible to graduate in May, you will do so.

CUC's administration is discussing options to support your participation in a future ceremony. However, at this time no date has been identified. Please know that when the administration does identify a date, we will share those details with you as quickly as possible.

The most current information is as follows:

Undergraduate Regalia Orders

- If you have already ordered your cap and gown and you plan to participate in a future commencement ceremony, your order will not change.
- If your cap and gown order was prepaid and you would like your order shipped to your home, free of charge, please email sm8040@bncollege.com.
- If you have not paid for your order, then it will be available for pick up on a future date to be determined.
- If you ordered your cap and gown, but you do not plan to participate in a future ceremony, please email the bookstore to cancel your order at sm8040@bncollege.com. Paid orders will be refunded. The bookstore will provide additional details for refunds at the time of your cancellation.
- If you did not place your order and plan to participate in a future ceremony, a new order deadline date will be provided in the future. Please do not place an order until the new order date is announced.

Master's Degree Regalia Orders

- If you placed your cap, gown, and hood order and plan to participate in a future commencement, your order will not change. Orders will be shipped to the shipping address you provided.
- If you have ordered your cap, gown, and hood, but you do not plan to participate in a future ceremony, it can be returned to Jostens for a full refund, as long as the package is unopened. For health reasons, opened regalia packages are not returnable.
- If you did not place your order and plan to participate in a future ceremony, a new order deadline date will be provided. Please do not place an order until the new order date is announced.

Doctoral Regalia Orders

- The fine quality and the student-quality regalia are customized and not returnable. All orders will be shipped to the shipping address provided on the order form.
- If you did not place your order and plan to participate in the ceremony once a date is set, a new order deadline date will be provided at that time. Please do not place an order until the new order date is announced.

Graduation Fees

- The graduation fee is not related to participation in commencement. That fee covers degree processing costs and other related administrative expenses. The graduation fee is applied to the accounts of all students who have completed the requirements for their degree. As a result, they cannot be refunded.

Diploma Delivery

- For students who complete all requirements to graduate in May, diplomas will be mailed as planned.
- Diplomas are not distributed during commencement ceremonies, so there is no change to existing processes.
- Diplomas will be mailed to the address listed on your graduation application.

Commencement Tickets

- Because no decision has been made about a date for a future commencement ceremony, we currently have no way to determine the number of tickets each graduate will be allotted. We will strive to provide each of you with as many tickets as possible.

The decision to postpone commencement ceremonies was not made lightly, and we recognize the many challenges this action has created for our students and families. We believe this was the best decision to protect and support the health and well-being of all members of the University community and the public at large.

As future decisions related to commencement are made, we will continuously communicate them. If you have questions that were not addressed, please email Commencement@CUChicago.edu.

Sincerely,

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