



College of Engineering  
and Architecture

# GUIDE FOR PROSPECTIVE GRADUATES



**SPRING  
2023**



# ABOUT THE GUIDE

The CEA Office of Student Services staff have prepared this Guide for Prospective Graduates to ensure prospective graduating seniors are abreast of graduation processes, ceremonies, and deadlines. It is imperative that prospective graduating seniors read this guide carefully and adhere to the contents therewithin.

*Congrats, from the OSS Team,  
on reaching this milestone!*



**Dr. Ivory M. Berry**

*Assistant Dean for  
Student Affairs*

*We are proud of you!*



**Mr. LaDan Johnson**

*Student Affairs Specialist*



**Ms. Antoinette Griffin**

*Student Development  
Specialist*



**Mr. Brandon Ash**

*Academic Coordinator*

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## **Office of Student Services**

Lewis K. Downing Hall, Suite 1114  
2300 Sixth Street, NW, Washington, DC 20059  
CEA.OSS@howard.edu :: 202.806.6638



*You must apply to graduate!*

# GRADUATION PROCESS

①

## SUBMIT CEA GRADUATION APPLICATION

The CEA Graduation Application is available now through March 31, 2023. You must submit the CEA Graduation Application and receive an approval notification from the CEA Office of Student Services (OSS) before you can advance to the next step. Access the CEA Graduation Application [HERE](#).

②

## SUBMIT UNIVERSITY GRADUATION APPLICATION

Access instructions to apply for graduation via Bison Web [HERE](#). The University's Graduation Application is available now through April 14, 2023. Be sure the information you provide on the University's Graduation Application is consistent with the information you provide on the CEA Graduation Application. (Please note you will be unable to access the University's Graduation Application until you have been cleared by CEA OSS.)

Completion and approval of the CEA Graduation Application and the University's Graduation Application will get your name added to the official prospective graduate list for Spring 2023. The prospective graduate list will be shared with department chairs, program directors, and academic advisors to initiate the academic clearance process.

③

## MEET WITH YOUR ADVISOR

Meet with your academic advisor ASAP to review your academic record and prepare your check sheet to ensure you are on track to receive academic clearance by the end of the Spring 2023 semester.



*You must be cleared to graduate!*

# GRADUATION PROCESS

④

## OBTAIN FINANCIAL CLEARANCE

You must be cleared of all financial obligations to the University before you can receive your diploma. Financial obligations include tuition and fee balances, graduation fee, outstanding library, residence life, parking fees, and financial aid exit interview. Additionally, you are expected to return borrowed equipment, including laptops issued by your department. Contact the Office of the Bursar ([bursarhelp@howard.edu](mailto:bursarhelp@howard.edu)) to settle your account.

The Office of the Bursar will provide the CEA Office of Student Services with a list of prospective graduates who have satisfied their financial obligations to the University.

⑤

## OBTAIN ACADEMIC CLEARANCE

Prospective graduates must satisfy all degree and other academic requirements, including completion of required coursework, minimum cumulative (2.0) and major (2.0) GPAs, and maximum number of credits of "D" grades (no more than 1/6 of the total credit hours required in the academic scheme for your degree program), to receive academic clearance.

Your check sheet will be presented to the faculty in your department, and the faculty will vote to academically clear you to receive your degree.

The recommended list of spring 2023 graduates will be presented to the full CEA faculty for a vote of approval.

Recommendation letters will be signed by the Dean and submitted to the Registrar's office to officially award the degrees.

# THE CEREMONIES

CEA AWARDS AND  
RECOGNITION CEREMONY

Friday, May 12, 2023  
Cramton Auditorium  
6:00 PM ET

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UNIVERSITY  
COMMENCEMENT

Saturday, May 13, 2023  
Upper Quadrangle  
10:00 AM ET

# THE CEREMONIES

## WHAT'S THE DIFFERENCE?

	CEA Awards and Recognition Ceremony	University Commencement
Regalia Required	✓	✓
Name called as you walk across the stage	✓	✗
Name in program booklet	✓	✓
Processional	✓	✓
Keynote Speakers	✓	✓
Conferral of Degrees	✗	✓
Tickets Required	✗	✓ *

*\*Graduates will receive 4 tickets for the reserved seating area. Non-ticketed seating is available in the bleachers on a first-come basis.*

*Attend both ceremonies!*

# CEA AWARDS AND RECOGNITION CEREMONY

## THE DETAILS

### REHEARSAL - 5.10.23 AT 10:00 AM ET

- If you plan to participate in the CEA Awards and Recognition Ceremony, you are expected to be at the rehearsal.
- Graduates will report to the Cramton Auditorium by 9:45 AM ET.
- Regalia is not required. However, graduates may want to test the shoes they plan to wear during the ceremony.
- The rehearsal will be 1 hour in length.

### THE MAIN EVENT - 5.12.23 AT 6:00 PM ET

- Graduates will report to the Cramton Auditorium ground level at 5:00 PM ET dressed in full regalia.
- Line up begins at 5:15 PM ET.
- Processional begins promptly at 6:00 PM ET.
- The ceremony will be approximately 1.5 hours in length.

*Be on Time!*







# REGALIA AND LATIN HONORS

## REGALIA

The official academic regalia designated for Howard University, consisting of the cap, gown, hood, if appropriate, and tassel, must be worn at all times during University Commencement and the CEA Awards and Recognition Ceremony. Regalia may be ordered online through the [Howard University Bookstore](#). Pre-order is highly encouraged, as quantities for onsite purchase may be limited during regalia pickup.

## HONORS

Latin Honors are designated on undergraduate students' transcripts and diplomas and printed in the University Commencement and CEA Awards and Recognition Ceremony programs.

In order to graduate with honors, in addition to meeting all degree requirements, a student's cumulative grade point average must be within the following ranges:

Cumulative GPA Honors Designation:

- 3.20 to 3.49 Honors (cum laude - medal)
- 3.50 to 3.79 High Honors (magna cum laude - medal and silver honor cord)
- 3.80 to 4.00 Highest Honors (summa cum laude - medal and gold honor cord)

Students who have repeated courses for a better grade are not eligible to receive the honors designation.

Students will be notified if they are receiving Latin Honors. Honor cords and medals will be available for pickup in the CEA Office of Student Services on Wednesday, May 10 from 2:00 PM - 4:00 PM ET.





# BE A PART OF THE CEA CEREMONY

## STUDENT SPEAKER

Comfortable speaking before large audiences? Have a story to tell? Want to address your fellow classmates? Prepare a 3-minute engaging speech that highlights your journey to and through Howard University that will resonate with your classmates. Upload your speech [HERE](#) by April 21. Select students will be invited to audition the week of April 24.



## STUDENT TALENT

Comfortable performing before large audiences? Have a special talent that you'd like to share with your fellow classmates? Prepare a 3-minute video of your talent that is appropriate for a graduation ceremony. Original work is highly suggested. Upload a video sample of your talent [HERE](#) by April 21. Select students will be invited to audition the week of April 24.



# BE A PART OF THE CEA CEREMONY

## STUDENT MARSHALS

Interested in leading your classmates during the processional and recessional? We are seeking a prospective graduate to lead off the processional and ensure students enter the correct row of seating and exit accordingly during the recessional.

We are also seeking one student for each academic program to perform a similar task as well as lead students to the stage when it's time to call the names of the graduates.

Contact Dr. Ivory Berry at [ivory.berry@howard.edu](mailto:ivory.berry@howard.edu) if you are interested in being a student marshal. The deadline to submit requests is April 17.



*Step out of your comfort zone!*



# CEA GRAD FEST

**WEDNESDAY, MAY 10, 2023**

**10:00 AM - 5:00 PM ET**

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## CRAMTON AUDITORIUM

10:00 AM - 11:00 AM

*CEA Awards and Recognition  
Ceremony Rehearsal*

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## UNIVERSITY BOOKSTORE

11:00 AM - 4:00 PM

*Pick up Regalia and  
Commencement Tickets*

*\*The official pickup window for CEA  
graduates begins on Tuesday, May 9.*

## INNOVATION SPACE

G01 H. H. Mackey Building  
12:00 PM - 4:00 PM

*Greetings from the Dean  
and presentation of Senior  
Souvenir (approx. 12:30 PM)*

*Enjoy Food, Music, and  
Games*

*Mix and mingle with fellow  
CEA graduates, faculty and  
staff, industry partners, and  
special guests*

## OFFICE OF STUDENT SERVICES

1114 LK Downing Building  
2:00 PM - 4:00 PM

*Sign the "HU Grads are Going  
Places" Wall*

*Pick up Honor Cords and  
Medallions*

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## READING ROOM

2019 LK Downing Building  
4:15 PM - 5:00 PM

*Senior Class Group Photos*

# FAQS

## GRADUATION EDITION

What is the official degree conferral date for Spring 2023? May 13, 2023

When should I expect to receive my diploma? 6-8 weeks after degree conferral

Where do I obtain verification of pending graduation documentation for family living abroad who want to travel to the U.S. to attend the ceremony? Contact [CEA.OSS@howard.edu](mailto:CEA.OSS@howard.edu)

Do graduate students qualify for Latin Honors? NO

Can I walk in the graduation ceremonies if I have not been academically and financially cleared? NO; you must be academically and financially cleared

What awards are given out at the CEA Awards and Recognition Ceremony? Highest GPA for each program and overall Highest GPA for the College

What time will the doors open for guest seating at the CEA Awards and Recognition Ceremony? 5:30 PM given another ceremony precedes our ceremony

Is there special seating at the ceremonies for guests who need accommodations? YES, limited seating is available for guests who need special accommodations

Will there be a sign language interpreter at the graduation ceremonies? YES, sign language interpreters will be at both ceremonies; special seating is available for those who need access to the interpreters; contact [CEA.OSS@howard.edu](mailto:CEA.OSS@howard.edu)

Will professional photos be taken during the graduation ceremonies? YES

Are masks or Covid-19 vaccinations required to attend the CEA Awards and Recognition Ceremony at Cramton Auditorium? NO, although highly encouraged

Will the graduation ceremonies be live-streamed? YES, via the University's YouTube channel

Will my full name be listed in the program booklets for the graduation ceremonies? Your name as written on your graduation application will appear in the program booklets.

Is the CEA Grad FEST open to family, friends, and other students? NO; the CEA Grad FEST is a special senior sendoff event for CEA graduates only

# IMPORTANT CONTACTS



**DR. IVORY BERRY**

[ivory.berry@howard.edu](mailto:ivory.berry@howard.edu)

**CEA AWARDS AND  
RECOGNITION  
CEREMONY**

**CEA GRAD FEST**



**MR. BRANDON ASH**

[brandon.ash@howard.edu](mailto:brandon.ash@howard.edu)

**ACADEMIC  
CLEARANCE AND  
GRADUATION POLICIES**



**UNIVERSITY  
BOOKSTORE**

[howard.bncollege.com](http://howard.bncollege.com)

**REGALIA, INVITATIONS,  
TICKET PICKUP, ETC.**



**BURSAR'S OFFICE**

[bursarhelp@howard.edu](mailto:bursarhelp@howard.edu)

**FINANCIAL  
CLEARANCE**



**REGISTRAR'S OFFICE**

[registrar@howard.edu](mailto:registrar@howard.edu)

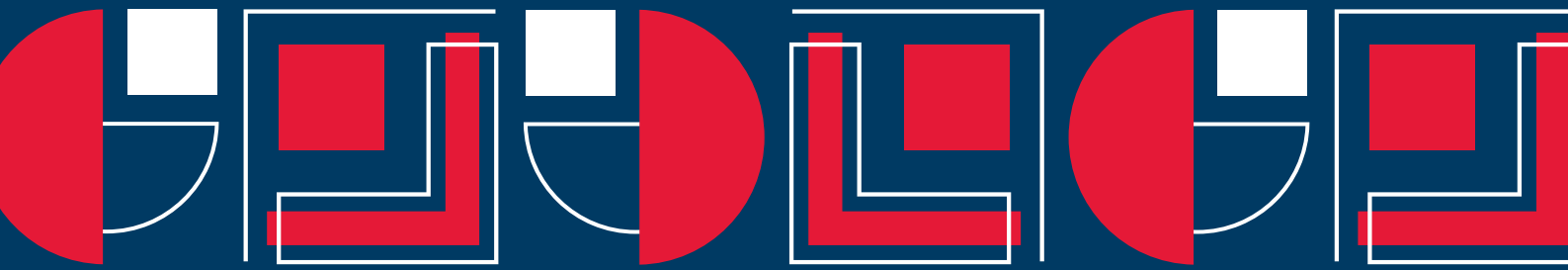
**TRANSCRIPTS AND  
DIPLOMAS**



**COMMENCEMENT  
COMMITTEE**

[commencement.howard.edu](http://commencement.howard.edu)

**UNIVERSITY  
COMMENCEMENT**



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