



LELAND GRADUATION APPLICATION INSTRUCTIONS

1. Read through the graduation policies completely prior to completing the application.
2. Complete the Notice of Intent Graduation Application 2019 form either by typing in your information and saving it on your computer or by printing the application and completing it by hand. Typing into and saving the pdf form works best if you download the form first and complete it using Adobe Reader rather than just using your browser.
3. Save a copy of the completed application for your records.
4. Choose one of the following options for submitting your application **by January 15:**
 - A. Pay Online & Email Application to registrar@leland.edu
 - You must include a copy of your payment receipt with your emailed application
 - B. Pay Online & Mail or Hand Deliver Application to Registrar's Office
 - You must include a copy of your payment receipt with your printed application
 - C. Pay by Check or Money Order & Mail or Hand Deliver Fee and Application to Registrar's Office

Applications without the \$150 graduation fee will not be accepted



LELAND GRADUATION POLICIES

Eligibility to Participate in Graduation Ceremony

The Leland graduation ceremony is an opportunity for students at the end of their program to celebrate their accomplishment with their families, friends, and the Leland community. Since Leland only holds one graduation ceremony each year, students who will be completing their program requirements by the end of the Spring term prior to graduation or during the June or Fall terms following graduation are invited to apply. Applications for graduation will only be considered if they are submitted by the application deadline (January 15) and accompanied by the graduation fee (\$150).

Additionally, all of the program requirements must be either completed, in process or registered and paid for by **April 15** prior to graduation. This means that students who still have remaining requirements to take during the June and/or Fall terms, as determined by the degree audit performed by the Registrar's Office, must register and pay for them by the April 15 deadline. If the student cannot meet this April 15 deadline for final registration and payment of all program costs, the student should defer their application until the following year. Furthermore, any past due balances from the Spring term or before must also have been paid by April 15. *No student with an unpaid balance after April 15 will be allowed to participate in graduation.*

Conferral of Degrees

Students who have successfully completed all of their program requirements by the end of the Spring term will have their degrees/certificates conferred at the June Leland Trustee meeting prior to graduation. Students who do not successfully complete their requirements by the June Trustee meeting will need to wait until the next Trustee meeting following their successful completion of their program (October, December, March or June) for the conferral of their degree.

Receipt of Diplomas/Graduation Ceremony Requirement

Students are required to participate in the graduation ceremony prior to receiving their diploma unless the student is granted an exception. Requests for non-crisis-related exemptions must be submitted in writing to the Academic Dean with the graduation application. Only requests due to extraordinary circumstances will be considered. Students whose degrees/certificates are conferred at the June Leland Trustee meeting will receive their official diploma during the graduation ceremony. All other students should provide to the Registrar's Office a current address to which their official diploma will be shipped after it is conferred.



Notice of Intent to Graduate in 2019 Application Form

DUE JANUARY 15, 2019

NAME

Legal Name: _____
(First – Middle – Last)

Name on Diploma: _____

Indicate *your name* exactly as you wish to see it on your diploma. It must be a variation of your legal name and correspond with your name of record in our system (for example: Jonathan Quincy Smith, Jon Smith, J. Quincy Smith, etc.). We will not include any titles, such as Reverend, or any degree or certification designations, such as M.D. or C.P.A., on the diploma.

Pronunciation Guide: _____

Please provide a phonetic guide to the pronunciation of your name for the person who will read your name at the ceremony.

CONTACT INFORMATION

E-mail Address: _____

Permanent Address: _____

Home Phone: _____ Mobile Phone: _____

SIZE FOR REGALIA:

(Graduate Certificate Students can skip this section, since they will not wear regalia at graduation.)

Please indicate your gown size as calculated from the attached Josten Gown Sizing Guidelines chart (Height Range + Regular, 1, 2 or Special Order. For example: 4'10"-5'0" - Regular).

Jostens Size: _____

HEIGHT RANGE

SIZE

DEGREE OR CERTIFICATE EARNED:

- Master of Divinity
- Master of Theological Studies
- Master of Christian Leadership
- Graduate Certificate in Theological Studies
- Graduate Certificate in Leadership Studies
- Diploma in Theology

COMPLETION OF ACADEMIC REQUIREMENTS

Please indicate the term in which you completed or intend to complete your program requirements:

_____ January 2019 or before _____ Spring 2019 _____ June 2019 _____ Fall 2019

Upon receipt of your application, the Registrar's Office will conduct a degree audit for you. You will be asked to sign up for a consultation with the Registrar (in person or by phone) to go over your remaining requirements. Sign-up options will be provided after November 1.

_____ (Please initial) I have read the attached graduation policies, and I understand that all program requirements as outlined by the Registrar must be completed, in-process or registered for, and all expenses as determined by Student Billing must be paid by **April 15, 2019**, and that if I do not meet that deadline, I will not be eligible to participate in the graduation ceremony.

_____ (Please initial) I have read the attached graduation policies and understand that if I cannot complete all of my academic requirements by the end of the Spring term (**May 10, 2019**), my degree/certificate conferral may be delayed to a future conferral date, and I may not receive my diploma during the graduation ceremony.

GRADUATION DINNER

Each approved graduation candidate will be given two complementary tickets to a celebratory dinner with fellow graduates, faculty, staff and friends of Leland to be held on **Friday, May 31 at 6:30 pm**, location to be confirmed. A formal invitation with a request for RSVP and the opportunity to purchase additional tickets will be available in April (details TBA).

GRADUATION CEREMONY

The commencement service will take place on **Saturday, June 1 at 11:00 am** at the Church at Clarendon, Arlington, Virginia. (If the graduating class is too large for this venue, the ceremony may be moved to an alternate location, which would be announced officially in January 2019.) Graduation candidates should plan to arrive no later than 9:30 am for rehearsal and preparations. Complementary refreshments (light lunch fare) will also be served at the conclusion of the ceremony for all of the commencement attendees.

_____ (Please initial) I have read the graduation policies and understand that participation in the commencement service is required for all graduation candidates.

_____ I have an extraordinary circumstance that will prevent me from attending the commencement service, and I am attaching to this application the required written request for exemption.

Please accept this form as my official intent to graduate in 2019. I understand that my participation in the graduation ceremony and the receipt of my diploma is contingent upon the policies outlined in this application. I further realize that my graduation fee (\$150) is non-refundable unless my candidacy is not accepted for 2018 or I formally withdraw my application in writing by April 1, 2019.

Student Signature: _____ **Date:** _____
(A typed signature is acceptable for submitting this form electronically)

SUBMITTING YOUR APPLICATION – DUE BY JANUARY 15, 2019

Via Email or Fax

Email the completed application file and a copy of the receipt from your online payment of the \$150 graduation fee to registrar@leland.edu. Or, fax the completed application and copy of online payment receipt to 703-812-4764. ***Emailed and faxed applications MUST include a copy of the online payment receipt.***

Via Mail or Hand Delivery

Print the completed application (or print a blank application and complete by hand), enclose a check or the receipt from your online payment of the \$150 graduation fee, and mail or hand deliver to:

Registrar's Office
John Leland Center for Theological Studies
1306 N. Highland Street
Arlington, VA 22201

Please save a copy of the complete application for your records.

Applications that are mailed or hand delivered MUST include a check for the \$150 graduation fee.

INCOMPLETE APPLICATIONS AND THOSE SUBMITTED WITHOUT PROOF OF PAYMENT OF THE GRADUATION FEE WILL NOT BE ACCEPTED.

Tam & Cap Size Conversion

Caps are one size fits all.

X SMALL

Cap Size	Inches
6¹/₄	19⁷/₈
6³/₈	20³/₈

SMALL

Cap Size	Inches
6¹/₂	20³/₄
6⁵/₈	21
6³/₄	21³/₈

MEDIUM

Cap Size	Inches
6⁷/₈	21³/₄
7	22¹/₄
7¹/₈	22¹/₂
7¹/₄	23

LARGE

Cap Size	Inches
7³/₈	23³/₈
7¹/₂	23³/₄
7⁵/₈	24¹/₈

X LARGE

Cap Size	Inches
7³/₄	24¹/₂
7⁷/₈	25
8	25¹/₄

Weight Conversion

HEIGHT	REGULAR	*1	*2
4'10"-5'0"	up to 159	160-219	220-280
5'1"-5'3"	up to 179	180-239	240-300
5'4"-5'6"	up to 199	200-264	265-330
5'7"-5'9"	up to 229	230-294	295-360
5'10"-6'0"	up to 259	260-329	330-400
6'1"-6'3"	up to 284	285-354	355-425
6'4"-6'6"	up to 309	310-384	385-460
6'7"-6'9"	up to 329	330-404	405-480
6'10"-7'0"	up to 349	350-429	430-510

*If the height and weight exceeds the above guidelines, the following measurements must be provided in addition to the height and weight:

- Chest
- Hip
- Sleeve length

These measurements need to be noted on the order form in special instructions.

*A wheel chair gown is a custom-made gown that opens in the back with a zipper in the front. This requires the following measurements:

- Chest
- Arm length
- Height, if applicable

*A gown for a pregnant customer is typically treated as normal. You will have to check with the customer to see how far into their pregnancy they will be at the time of the ceremony. When the customer gives you their height and weight, check the chart above. If they are in a regular, they may need to go up to a *1, but in the same height range. If they are in a *1, they may need to go up to a *2. Please note this in special instructions on the order.