

2012 Commencement Booklet – Baccalaureate Student Awards

Overview

The 140th Commencement is Saturday, May 12, 2012. The baccalaureate student awards are an important part of the commemorative program booklet distributed on Commencement day. The Commencement Committee encourages departments and programs to honor outstanding students by submitting names/awards given to graduating bachelor's students for print in the booklet.

Monday, February 27 is the deadline for submitting award recipients for listing. Only complete submissions are included in the booklet. Entries received after this date cannot be included. We release names of award winners only on Commencement day so that departments can time their announcements as they choose.

Please e-mail your Word or text document, **as an attachment**, to Patricia Alessandra, chambepa@buffalostate.edu, and copy your dean's office for his records.

Guidelines/Format

- ☑ **DO** include **ONLY** those students who graduated in **December 2011, January 2012**, or are degree candidates for **May 2012** or **August 2012**. Do not include students who are not yet graduating. Do not include alumni.
- ☑ **DO** be sure the students on your list **have submitted their degree applications to the Registrar's Office** so that they can be included (check in Banner). The names of students who have not submitted degree applications cannot be included.
- ☑ **Monday, February 27** is the deadline.
- ☑ **DO** include **past awards of currently graduating students**, even if they are not receiving an award this year.
- ☑ **DO** keep track of students who receive awards this year but are not yet graduating so that you can easily include them when they do graduate.
- ☑ **DO** double-check spelling of students' names in Banner. List proper full names (no nicknames), including middle initials. Names submitted must match names in the bachelor's degree candidates listing in the booklet. List alphabetically by last name. Do not list chronologically.
- ☑ **DO** be consistent in listing award titles (spelling, proper title, **no abbreviations, acronyms**, etc.)
- ☑ **PLEASE DO NOT USE** tables or fancy formatting. Please use just plain sentence, plain text formatting with a hard return at the end of each line and adhere to the following format in preparing lists.

Format Example

2012 Baccalaureate Student Awards
_____ **Department**

Student Name
Award(s) [year(s) received]
hours in progress or complete, actual or anticipated graduation date

Robert H. Doe
American Institute Award (2011, 2012)
Excellence in Chemistry (2012)
120 hours complete, Dec. 2011

Susan B. Exemplary
Dean's Award for Excellence (2012)
Student of the Month (October 2011)
123 hrs. in progress, May 2012

Questions? Please contact Patricia Alessandra, chambepa@buffalostate.edu, x5902. **Thank You!**