



Additional Information Commencement 2020

Commencement Invitations

Graduating seniors will receive eight (8) commencement invitations. We ask that students limit the number of guests to 8 at the ceremony. The graduation ceremony will take place at Unity Temple, 707 West 47th Street, Kansas City, MO beginning at 10:00 a.m. on Saturday, May 16. If more invitations are needed, students may contact the Registrar's Office at registrar@kcai.edu or at 816.802.3569. Invitations are distributed at the mandatory graduation meeting on Tuesday, March 3 at 12:00 p.m. in Epperson Auditorium.

Graduation Requirements

In order to graduate with the Bachelor of Fine Arts degree, each student must fulfill the following requirements:

- A cumulative GPA of at least 2.0
- A cumulative GPA of at least 2.0 in major studio
- Completion of all course credit requirements
- A minimum of four semesters enrolled full-time on the KCAI campus, including the senior year (the final 30 credit hours).

Refer to the [KCAI Policy Library](#) for additional information.

Encumbrances

All debts to the school (tuition, fines, overdue library books, etc.) will need to be cleared through the Business Office before a student can participate in the graduation ceremony, any transcripts will be sent, and/or a diploma granted.

Diplomas

Diplomas will not be given out during the ceremony. They will be mailed directly to each graduate. When filling out the BFA application, be sure to clearly print your name, as you would like it to appear on your diploma, and the address where you would like it sent.

Graduation Fees

The BFA application fee, \$50.00, covers the cap and gown, tassel, announcements, diploma, and diploma cover. Graduates who are not participating in the ceremony will pay a \$38 fee.

Caps & Gowns

Orders for caps/gowns will be taken at the mandatory meeting for all graduates on March 3. Graduates unable to attend the meeting will need to contact the Registrar's Office at registrar@kcai.edu or at 816.802.3569 to place an order for these items. Tassels are brown (which indicates field of study – Fine Arts) and the caps/gowns are black. All cap/gown orders must be turned in by March 6. Caps/gowns are distributed to graduates on Friday, May 15 at rehearsal. Graduates will only receive their caps/gowns if they have completed the graduation survey and submitted their BFA Application #2.

THE CAP AND GOWN ORDER MUST BE PLACED BY MARCH 6

Cap and Gown Etiquette

Cap and Gown Etiquette

We ask that you please remember this is a formal event. In the spirit of art, design and creativity, you may decorate your cap and gown; however, you must wear the black cap and gown provided. Decorations and alterations must be appropriate and in good taste for the occasion and cannot include offensive language/content. Decorations and alterations cannot impair the experience of another graduate or guest and cannot impair the graduate's ability to participate in any portion of the ceremony. For instance, other graduates and guests must be able to see around your cap and gown, you must be able to walk across the stage to get your degree, etc. Graduates not following the requests above may be asked to change and/or not participate in the ceremony. This request includes both caps and gowns.

How should my cap be worn?

The cap should be worn so that the Mortarboard is level. It should not be tilted to the back or side of the head. The crown should be approximately one inch above the eyebrow.

How do I tell the front from the back of the cap?

The front of the cap is indicated on the inside of the crown.

Should the cap be removed anytime during the graduation ceremony?

No, there is no occasion in which caps should be removed during the KCAI ceremony.

How do I take care of my gown?

The gown should be removed immediately from the package and placed on a hanger.

The gown seemed wrinkled when I took it out of the package, should I send it to the cleaners?

The gown should not be washed or dry-cleaned. It may be pressed with a cool iron or steamed.

What should I wear underneath the gown?

You should wear lightweight, comfortable clothing.

How do I wear the tassel?

Tassels are worn over the right temple depending on the school's tradition. All graduates should wear the tassel on the same side for uniformity. Some schools switch the tassel from one side to the other in unison - after all diplomas have been received.