

**GRADUATION INFORMATION FOR SENIORS**  
**FRIENDS WORLD PROGRAM**  
**LONG ISLAND UNIVERSITY**

**For Students Graduating in May or September 2006 Under New Graduation Requirements**

Enclosed you will find:

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***\*Applications must be returned to Friends World WHQ by due date.***

*Please DO NOT complete any online graduation applications from the LIU websites! Only complete the applications included in this packet.*

Contact Information:

Friends World Program  
Long Island University  
1 University Plaza  
Brooklyn, NY 11201

Primary Contact: Kristina Kupferschmid, Assistant Director of Records and Admissions

Phone: 718-488-3409

E-mail: [kristina.kupferschmid@liu.edu](mailto:kristina.kupferschmid@liu.edu)

Fax: 718-488-1589

# **DATES AND DEADLINES FOR THE 2005-2006 YEAR**

Sept. 30, 2005	Applications for <b>January graduation</b> must be received in World Headquarters (WHQ) (can be faxed to Kristina at 718-488-1589)
Dec. 1, 2005	For <b>January graduates</b> : all work must be complete and submitted to faculty advisors.
Jan 13, 2006	Official date of <b>January graduation</b> (Celebration in May 2006)
Feb 6, 2006	Applications for <b>May graduation</b> must be received in WHQ
May 1, 2006	For <b>May graduates</b> : all work must be complete and submitted to faculty advisors.
May 10, 2006	<b>Friends World Graduates' Convocation</b> , <u>with student presentations</u> .
May 11, 2006	Brooklyn <b>Campus Commencement Ceremony</b> , with students and faculty in full regalia. Official date May graduation.
Aug. 1, 2006	For <b>September graduates</b> : all work must be complete and submitted to faculty advisors. September Graduates recognized in May.

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## **Overview:**

Friends World/Long Island University has three graduation dates per year, in May, September and January. There is, however, only one general gathering each year that recognizes you and your peers' successful completion of studies. In May, graduates, families, faculty, and fellow students gather in Brooklyn for the Friends World Graduates' Convocation and the subsequent Commencement Ceremony.

While your official graduation date is determined by your success in meeting all graduation requirements and the above deadlines, the May ceremony will recognize January 2006, May 2006 and September 2006 candidates.

Students do not receive the actual diploma at the May ceremonies. Once the faculty advisor has verified that all work is complete and evaluations have been received by WHQ/Brooklyn, the student's permanent record will be updated and a diploma will be ordered. It takes a minimum of 8 weeks to receive the diploma once an order has been submitted.

Candidates presenting in May should have a completed draft of all their senior work completed approved by their advisor, even if they do not plan to graduate until September. Graduating seniors are expected to make a presentation to the Friends World community of their projects and thesis results prior to graduation. If you are unable to present at our graduation ceremony, you should discuss this with your faculty advisor and plan to make a presentation at your regional center prior to the end of the semester.

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## For students graduating after May 2006 and September 2006 (New Requirements)

In order to graduate, a student must earn at least 120 semester credits including:

- Completion of Junior Research Seminar
- Completion of Junior Research Project
- Declare an Area of Concentration and earn at least 24 credits in the declared area.
- Completion of the spring Capstone Senior Semester in Brooklyn
- An approved senior thesis (4 credits), oral presentation and satisfactory evaluation by the faculty advisor
- Satisfy all financial obligations to Friends World/LIU

**NOTE: Students graduating in May & September 2006 who have approval to graduate under the prior requirements, must have this information noted in their file.**

**Transfer Students:** Upon favorable review of official transcripts from other institutions, up to 60 credits may be transferred and applied to your Friends World degree.

A prospective graduate must complete the Application for Graduation packet distributed by center advisors. This form must be submitted to Friends World Headquarters by the deadline listed.

## **INSTRUCTIONS FOR DEGREE AUDIT**

This instruction sheet is for your records. Please complete Parts I and II of the attached **Friends World Application for Graduation form**. Make copies of it for your records, and submit the originals to WHQ. As you approach graduation, you should request a copy of your transcript credits as they are currently recorded in WHQ if you do not have them already. Transcript requests should be made to Kristina Kupferschmid (see cover page for contact information.) Compare your credits with your own records and update your grid if necessary, accounting for and including any work that still shows INC. Please go over your credits – actual and anticipated – with your advisor. Review the sheet with your advisor, and have your advisor sign and date the sheet.

**If you see discrepancies or errors in course names or credits previously completed (e.g., transfer credits from other colleges/universities or Friends World work from previous semesters),** please notify Kristina Kupferschmid immediately.

## CHECKLIST

(Review each of the following with your advisor before you return your forms):

- \_\_\_\_\_ Transferred credits are accurate (if applicable)
  
- \_\_\_\_\_ All earned Friends World credits are entered and accurate
  
- \_\_\_\_\_ You have indicated work currently underway with an asterisk.
  
- \_\_\_\_\_ You will have earned the required credits.  
\_\_\_\_\_ 120 total
  
- \_\_\_\_\_ Area of Concentration: \_\_\_\_\_
  
- \_\_\_\_\_ 24 or more credits apply and are indicated on Area of Concentration Grid
  
- \_\_\_\_\_ Work will be turned in to designated advisor by (date) \_\_\_\_\_
  
- \_\_\_\_\_ The faculty advisor has been notified and has agreed to submit the evaluation to WHQ by \_\_\_\_\_(date)
  
- \_\_\_\_\_ Current faculty advisor has signed the grid form.
  
- \_\_\_\_\_ Send the Friends World Applications for Graduation Parts I and II to WHQ.

**Allow enough time for the Applications to reach Brooklyn by the due date.**





# APPLICATION FOR GRADUATION Part II

ANTICIPATED DEGREE:  
\_\_\_ B.A., Friends World Program/LIU

Student I.D. (Social Security) No.:  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

PLEASE PRINT YOUR FULL LEGAL NAME AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA:

NAME: \_\_\_\_\_  
(First) (Middle) (Last)

PLEASE PRINT YOUR NAME PHONETICALLY, FOR THE COMMENCEMENT CEREMONIES

PLEASE CLEARLY PRINT THE ADDRESS WHERE YOU WOULD LIKE YOUR DIPLOMA MAILED

ADDRESS: \_\_\_\_\_  
(Number & Street) (City) (State) (Zip)

TELEPHONE #: Permanent: \_\_\_\_\_ Current: \_\_\_\_\_

DIVISION: FWP Area of Concentration: \_\_\_\_\_

SR.ADVISOR \_\_\_\_\_ Center: \_\_\_\_\_

Participating in FWP graduation festivities (Wednesday) in May? \_\_\_ Yes \_\_\_ No

Participating in all-campus graduation festivities (Thursday) in May? \_\_\_ Yes \_\_\_ No

DATE DEGREE IS EXPECTED: MAY \_\_\_ SEPTEMBER \_\_\_ JANUARY \_\_\_

(Indicate month and year by which you expect to have ALL requirements met, including submission of finished approved thesis/project.)

\_\_\_\_\_  
(Signature of Applicant) (Date)

**Please Complete Parts I and II and send to:**  
**Friends World Program, 1 University Plaza, Brooklyn NY 11201**  
**USA**  
**OR**  
**Fax: (718)488-1589**  
**DEADLINES:**  
**September 30, 2005 for January 2006 Graduation**  
**February 6, 2006 for May 2006 Graduation**

**PLEASE COMPLETE PARTS I AND II AND SEND TO:**

**FRIENDS WORLD PROGRAM  
LONG ISLAND UNIVERSITY  
1 UNIVERSITY PLAZA  
BROOKLYN, NY 11201  
USA**

**OR**

**FAX: 718-488-1589**

**DEADLINES:**

**SEPTEMBER 30, 2005 FOR JANUARY 2006 GRADUATION**

**FEBRUARY 6, 2006 FOR MAY 2006 GRADUATION**

## Academic Dishonesty and Plagiarism

Academic dishonesty includes cheating and plagiarism. Cheating and plagiarism are the two most serious academic offenses. They should be scrupulously avoided, as the penalties are severe.

*Plagiarism* is the use of another person's words or ideas misrepresented as one's own original work. Downloading papers from the internet, or using direct quotes from the work of another, constitutes plagiarism unless these sources are clearly accompanied by appropriate references and citations. Usually this takes the form of footnotes and a complete bibliography. *Cheating* is the use or attempted use on a quiz, test, or other formal examination of sources of information not specifically permitted by the instructor, or the assistance of another student in such unauthorized use of information. The student should assume that the only source of information he or she may make use of in any examination is his or her own mind, unless the instructor specifically allows the use of notes, books, calculators, etc. While Friends World students do not take tests to receive their credits, they may at times face challenge exams (CLEP) or an examination required if a student takes examinations at other academic institutions during the course of Friends World enrollment. Relying on the work of others in the preparation of the Portfolio of Learning would fall under the category of cheating and/or plagiarism.

In accordance with University policy, the advisor/instructor has the responsibility of determining the student's final credits for a course. The advisor has the right to fail an assignment on which plagiarism or cheating has occurred, and, if he/she should consider that the case warrants it, to award no credits in the course as a result of the student's dishonesty. With the concurrence of the Center's Academic Coordinator, the instructor should notify the student in writing of the reason for no credit in the course, and inform the student of his/her right to appeal the charge of dishonesty. A copy of this letter should be forwarded to the Center Director and the Dean of Friends World to be placed on file under the student's name. In cases of cheating or plagiarism, a member of the faculty may also request the Dean to institute proceedings to have the student suspended or expelled.

A student has the right to appeal a charge of dishonesty, within three weeks of receiving notice of the charge from the instructor. He/she may request a hearing from World Council.

World Council will meet to determine whether or not academic dishonesty has occurred. If the panel finds that dishonesty has not occurred, the faculty member must adjust the student's records accordingly. If the panel finds that dishonesty has occurred, they may recommend a course of action to the instructor in question, but the student's record remains under jurisdiction of the instructor. The committee may also request that the Dean institute proceeding to have the student suspended or expelled.