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Chapter: Educational Program

Modification No. 003

Subject: **Commencement Exercises**

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- I. Commencement is a significant occasion for the College to recognize the academic attainments of its students.
- II. Commencement exercises are conducted as approved by the Board of Trustees.
- III. Commencement ceremonies may vary in content and format from year to year and should be Collegewide.
- IV. The President is authorized to develop procedures to implement this policy.

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Board Approval: May 12, 1975; May 16, 1983; April 27, 2015.

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Chapter: Personnel

Modification No. 004

Subject: **Commencement Exercises**

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- I. Commencement will normally be held prior to the end of the academic year.
- II. Institutional units should not schedule other activities during commencement in order to permit attendance by all persons who must be present.
- III. The commencement plan will be developed by the Director of Special Events and Senior Vice President of Academic Affairs for approval by the President.
- IV. When a commencement plan includes provisions for speakers or guests who are public officials, the President shall be informed and shall pre-approve any speakers prior to any invitation.
- V. The Director of Special Events will handle the event logistics associated with commencement, including the official commencement program, invitations, etc.
- VI. Information pertinent to the commencement exercise is released periodically by the Director of Special Events in coordination with the Office of Communications, Office of Academic Affairs, and Office of Student Services.
- VII. Degrees and certificates must be presented by the president or official designee.
- VIII. Students participating in graduation ceremonies may wear a cap and gown, stoles, and cords to signify recognition earned as approved by the College.
- IX. When a traditional commencement exercise is held, the program will follow the accepted pattern for such exercises, including processional; convocation; introductions and addresses; presentation of the graduating class; presentation of degrees and certificates; and recessional. Exceptions to the standard pattern must be approved by the President.

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Administrative Approval: May 16, 1983; June 24, 1983; January 27, 2003; April 27, 2015.