



Revision Responsibility: Vice President for Student Affairs
Responsible Executive Officer: President

Source/Reference: None

PURPOSE

To establish employee attendance requirements for commencement ceremonies.

POLICY

- I. Formal commencement ceremonies are scheduled annually at the end of the Spring term and at the end of other terms as deemed appropriate by the president.
- II. All associate vice presidents, deans, and members of the College Leadership Council are expected to participate in all commencement ceremonies.

All other faculty and professional staff are required to participate in at least one graduation ceremony. In the event of multiple ceremonies during one year, the division deans and vice presidents will determine the ceremony or ceremonies in which faculty and professional staff will be required to participate.

All support staff are expected to assist with at least one graduation ceremony as part of their job functions determined by the vice presidents. Custodial, security, and maintenance staff will be assigned by facility services.

PROCEDURES

- I. The president will inform the Faculty, Curriculum and Programs office and the Registrar of the number of commencement ceremonies to be conducted in a given year.
- II. The Faculty, Curriculum and Programs office and the Registrar will compile an academic calendar to be reviewed by the Deans' Council and the Academic and Student Policies and Procedures Committee (ASPPC). The ASPPC will make recommendations to executive leadership regarding approval. The academic calendar will reflect the dates for commencement ceremonies for the year.
- III. If more than one commencement is to be held, the vice presidents and academic deans will notify participants during the fall semester regarding which ceremony or ceremonies they are required to attend.



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- IV. All participants are responsible for obtaining their regalia. Regalia may be rented through the Student Affairs office.
- V. Any request to be excused from the ceremonies must be submitted in writing to the appropriate vice president for approval.

Revised March 2018