



## ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 26, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 1.11 -- GRADUATION PARTICIPATION AND FEES

PURPOSE: The purpose of this policy is to inform of the guidelines and fees for participating in commencement.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: Participation in commencement is a goal all students ultimately seek because it represents a validation of four years of academic work, and it is viewed as the pinnacle of the college experience. While commencement itself is ceremonial, students must meet certain requirements to make it official.

### **Graduation Exercises**

To participate in graduation exercises, a student must have completed all degree requirements or meet the requirement in the final paragraph of "Completion Requirements for Baccalaureate Degrees."

### **Completion Fees**

Graduating students will be allowed to participate in graduation ceremonies if the completion fee has been paid, but they will not receive a diploma or a final transcript until all accounts are settled with the Business Office.

### **RESPONSIBILITIES**

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

### **APPROVED BY:**

/s/ Keith DeFoor	2.2.16
Associate VP for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Vice President for Academic Affairs	Date

/s/ Gary Myers	2.2.16
Chair, Academic Council	Date

/s/ Matthew Byron	3.2.16
President, Faculty Senate	Date

**REVIEWED BY:**

/s/ Tammy Gibson	3.16.16
Registrar	Date

**APPROVED:**

/s/ Cathy Cox	7.29.16
President	Date