



ADMINISTRATIVE POLICY #30-07 (2021) COMMENCEMENT PARTICIPATION POLICY

Policy Title: Commencement Participation Policy

Policy Type: Administrative

Policy Number: #30-07(2021)

Approval Date: 11/04/2021

Responsible Office: Office of the Provost and Vice President for Academic Affairs

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: University Community

POLICY STATEMENT

The Commencement Participation Policy is established for use in qualifying students for participation in Commencement Exercises. This policy is intended to reflect the purpose of Commencement, the University’s mission, vision, and core values, and the University’s most important charge – to ensure student success.

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DEFINITIONS



ADMINISTRATIVE POLICY #30-07 (2021) COMMENCEMENT PARTICIPATION POLICY

There are no related definitions with this policy.

CONTACT(S)

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. The Office of the Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Vice Provost.

STAKEHOLDER(S)

University Community

COMMENCEMENT PARTICIPATION: POLICY CONTENTS

Each academic year in December and May, Norfolk State University hosts Commencement Exercises to publicly recognize the academic accomplishments of students who have completed degree requirements and are poised to take leadership roles in a global and rapidly changing society. In keeping with this commitment, candidates for graduation must complete all degree requirements and satisfy all financial obligations in order to participate in commencement ceremonies.

Procedures

I. Academic Departments

The candidate for graduation (the student) meets with the academic advisor prior to the published graduation application deadline of the term in which the student expects to complete all academic requirements for his/her degree program. If a review of the student's Academic Evaluation indicates that the student has a minimum 2.0 cumulative GPA and can be awarded the degree with the completion of the current semester's coursework, the advisor signs the application and forwards it to the department chair for review and approval (signature). The application package will consist of the graduation application and a "clean" Academic Evaluation (no blank lines) only. No additional paperwork is to be submitted with the application, i.e., substitutions, Certificate of Advance Standings, Incomplete Grade Removals, etc. Applications cannot be submitted if students have Incomplete (I) grades or In Progress (IP) courses for previous semesters. The department forwards



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all approved graduation applications, in batch, to the Registrar's Office.

II. Registrar's Office

The Graduation Audit unit of the Registrar's Office conducts preliminary reviews of the graduation applications and will deny and return any application that does not meet application submission requirements noted in Academic Departments section of this policy. Due to commencement booklet printing deadlines, degree production, and other events that must take place prior to commencement, no applications will be processed for students to participate in commencement ceremony after the deadline posted by the Registrar's Office (dates will vary). The published deadline is listed in the Registration Information Booklet. The names of any applicants who apply after the Registrar's published deadline will not appear in the Commencement Program. With this deadline, a complete list of "Candidates for Graduation" is created and is distributed to the Director of Event Planning for announcement, ticket and wristband distribution to graduates.

Other departments that receive the completed list are the University Bookstore, Parking and Transportation Services, Library, and Spartan Card Office.

III. Student Financial Services (Student Accounts)

The Office of Student Accounts receives daily lists of the candidates for graduation from the Registrar's Office. Student Accounts assesses the non-refundable Graduation Application Fee and Commencement Fee, respectively, and informs the student of the financial obligation. Students who have outstanding balances cannot have official transcripts or degrees released. Financial holds are placed on the student's account until the balance is paid in full. The Registrar's Office will be notified by Student Accounts when obligations are satisfied, at which time documents can be released.

IV. Degree Distribution

Degrees will be distributed after the commencement ceremony to students who have met degree requirements and have no outstanding financial obligations.

EDUCATION AND COMPLIANCE

The Office of the Registrar shall be responsible for making sure that all faculty/staff advisors who handle student graduation documents receive training on the requirements of this policy on an



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annual basis. Records of training will be maintained by the Office of the Registrar, and a copy will be forwarded to the Office of the Provost and Vice President for Academic Affairs.

To ensure conformity to the requirements of this policy, the Office of the Registrar and the Office of the Provost and Vice President for Academic Affairs will monitor compliance with this policy. Violations of this policy will be reported to the Office of the Provost and Vice President for Academic Affairs. Noncompliance with this policy may undermine the University's protocols and its mission for stakeholders' engagement.

PUBLICATION

This policy will be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current or prospective students within 14 days of approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the Division of Academic Affairs, Enrollment Management Office, and University Registrar webpages and any other related webpages, all student handbooks and University catalogs; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 11/04/2024
- Approval by, date: President, 11/04/2021
- Revision History: April 25, 2005; April 16, 2018; April 27, 2021
- Supersedes: Commencement Participation Policy 30.007

RELATED DOCUMENTS



**ADMINISTRATIVE POLICY #30-07 (2021) COMMENCEMENT PARTICIPATION
POLICY**

There are no related documents associated with this policy.

FORMS

Graduation Application