Commencement Participation Policy

Policy Title: Commencement Participation Policy

Policy Type: Administrative

Policy Number: #30-07(2015)

Approval Date: 04/22/2015

Responsible Office: 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

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)

The 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 or be currently enrolled in all remaining credits that will complete degree requirements and satisfy all financial obligations in order to participate in commencement ceremonies. Academic and financial clearances must be obtained before academic attire is issued to the student.

Procedures

I. Academic Departments

The candidate for graduation (the student) submits a graduation application to the departmental academic advisor by the published deadline for the term in which the student expects to complete all academic requirements for his/her degree program. The academic advisor signs, if approved, and forwards the application to the department head for signature. The department forwards all graduation applications, in batch, to the Registrar’s Office. The student is responsible for paying the graduation application fee and Commencement fee directly to Student Financial Services.

II. Registrar’s Office

The Graduation Audit unit of the Registrar’s Office conducts preliminary review of
the graduation applications and compiles a list of “Candidates for Graduation.” The list is then forwarded to the Director of Event Planning for use in the Commencement Program. Applications not passing the preliminary screening are sent back to the departments. The names of any applicants who apply after the Registrar’s published deadline may not appear in the Commencement Program. The published deadline is listed in the University Schedule Book printed each semester.

III. Student Financial Services

The Office of Student Financial Services receives a list of the candidates for graduation from the Registrar’s Office. The Office of Student Financial Services assesses the Graduation Application Fee and Commencement Fee respectively and indicates the financial status of each student. This list is forwarded to the Bookstore Manager for use in the distribution of academic attire.

VI. Diploma Distribution

Participation in the commencement ceremonies does not mean the student has been awarded a diploma. An empty cover is issued to students during the commencement program. The Registrar’s Office distributes diplomas to graduates via regular mail after the list of candidates has received the final certification by the graduation audit unit in the Registrar’s Office. A graduating student’s status is reflected on his or her respective transcript within two weeks of the Commencement Exercises. Diplomas are mailed six to eight weeks after Commencement Exercises.

V. Exceptions

Undergraduate students with nine (9) credit hours or less remaining will be considered for participation in May commencement exercises provided that the following conditions are met. The student must:

1. Register and pay for the remaining credits for the upcoming summer term before seeking approval to participate in May commencement exercises.
2. submit an “Application for Exception to Participate in Spring Commencement Exercises” to the academic department
3. Fulfill all other outstanding financial obligations to the University prior to May Commencement.
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 Board approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of Board approval;
- Post the policy on the Division of Academic Affairs, Enrollment Management Office and University Registrar web page 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.

REVIEW SCHEDULE

Next Scheduled Review: 04/22/2016

Approval by, date: President, 04/22/2015

Revision History: April 25, 2005

Supersedes: Commencement Participation Policy 30.007

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

1. Graduation Application
   https://www.nsu.edu/Assets/websites/education/forms/graduationapplication_undergrad.pdf