

AOP- 2-19-08-01

Graduation/Commencement Guidelines and Procedures

Guideline Procedure 1: A student's Home location should not be changed after an Intent to Graduate is filed or after 75% of their degree program requirements have been completed. Students will attend the commencement at their home location. (Certain exceptions may apply as approved by the Registrar). No Student may participate in more than one commencement. Students completing degree requirements attending international locations and eCampus will be included in the Troy campus commencement.

Guideline Procedure 2: All requirements must be met before a student can participate in a commencement exercise (Exception: Students who graduate at the end of T2, T4 or B Session for that semester may be allowed to walk in the December and May commencements, respectively). Registrars must verify that the only hours lacking in the currently enrolled term/session are the outstanding degree requirements at the time the student is allowed to participate in commencement.

Attendance must be at the commencement closest to the term/session/semester of completion. Students completing degree requirements who have attended international locations are exempt from meeting the same standards concerning closest commencement exercise to completion since it may not be possible when arranging travel/flight plans.

Guideline Procedure 3: There will be no charge beyond the Intent to Graduate Fee for mailing diplomas to students. If students wish to have express mail or certified mail services for their diploma, they will be charged an additional fee for these services.

Guideline Procedure 4: The Intent to Graduate fee was increased to handle any mailing charges associated with delivery of diplomas. The filing deadlines have been standardized for all semester campuses, and for accelerated sessions/terms. The new standardized filing dates for semesters were set later to allow students more time to file. In turn, fewer exceptions should be expected for those who fail to meet the deadline. Deadlines should be appropriately posted.

Guideline Procedure 5: Duplicate or replacement diplomas must be ordered just like the original. No name changes will be allowed (Rationale: The diploma is an official document based on when the graduate filed the intent and completed the degree). The fee for duplicate or replacement diplomas is \$25.00.

Guideline Procedure 6: Honor cords can be worn for commencement. There is no limit to the number of honor cords that can be worn. No social society paraphernalia can be worn at commencements.

Guideline Procedure 7: As the size of the University increases, the size of the commencement ceremonies will also increase. With the limited physical space on the campuses, some thought will have to be given as to where, when and how commencements will be held to accommodate the growing numbers at the ceremonies. In some cases, students will have circumstances where they will want to attend a commencement ceremony at a site other than their home location. Each of these cases will be evaluated on an individual basis, but students should be encouraged to attend their home location commencement ceremony to foster pride in the home location at which they attended.

Exceptions to Guideline Procedures: Any student who requests an exception regarding the guideline procedures should be referred to the University Registrar who will consult with the Associate Provosts for an appropriate decision. The final authority rests with the Provost.

APPROVED BY ACADEMIC STEERING COMMITTEE, FEBRUARY 19, 2008; OPR: VICKIE MILES