

## Commencement Instructions

**\*Please Turn Cell Phones Off\***

**NOTE:** Unauthorized ornamentation will **not** be permitted.

No purses, cameras, etc. should be carried.

**PROCESSIONAL ORDER:** Marshals lead graduates into the arena. Graduates followed by undergraduates.

Marshal 1 – Guide candidates for graduate degrees in order of college (CAS, SCOB, CCFA, COE, CHHS)

Marshal 2 – Guide candidates for AS + BS degree in order of college (CAS, SCOB, CCFA, COE, CHHS)

**Remain standing** for National Anthem and Invocation (men remove mortarboard).

## Introductions and Commencement Address

**CERTIFICATION OF CANDIDATES:** Stand en masse by degree (ASGE, BS, MS, EdS) not by college or row. Dr. Palmer certifies degree requirements are met & recommends Dr. Hawkins confer each particular degree. When Dr. Hawkins says, “I hereby confer upon you the degree...”

**Move Tassel from Right to Left** – Repeat for each degree.

**PRESENTATION OF DIPLOMAS:** “Will the graduates of the Associate degree please stand and come forward.”

**Associate Degree:** Stand and walk to the bottom of the stairs. When directed, each candidate will ascend the stairs, present this card to the Dean and WAIT until he/she pronounces the name.

**Bachelor’s Degree:** Next signaled by the Marshal, BS in A&S, BS in SCOB, BS in CCFA, BS in COE and BS in CHHS will follow and stand by rows and walk to the bottom of the stairs. When directed, each candidate will ascend the stairs, present this card to the Dean and WAIT until he/she pronounces the name.

**Master’s degree:** Next signaled by the Marshal, MS in A&S, MS in SCOB, MS in CCFA, MS in COE and MS in CHHS. After presenting this card to your Dean, walk to center stage for hooding – Wait until hooding is complete, then walk to Dr. Hawkins and extend right hand to shake and your left hand on top to receive diploma cover.

**All Candidates:** \*Walk to Dr. Hawkins and extend right hand to shake and **your left hand on top** to receive diploma cover. Pause for photo. **Shake hands with dignitaries standing beside Dr. Hawkins. Exit stairs stage left. Return to seat.**

**REMAIN STANDING** until everyone in row has returned. **Sit in unison.**

**CLOSING REMARKS:** Stand for the Alma Mater and Benediction – (Men remove mortarboard for Benediction.)  
Remain standing for Recessional and follow Marshall to exit the arena.

**RECESSIONAL ORDER:** Follow Marshals instructions on leaving row by row to exit the building.

Students exit arena and meet their family members and friends outside. Academically cleared graduates will receive their diplomas by UPS in about 4-6 weeks. Students indebted to the University will not receive their diploma until cleared by Student Financial Services.