

I. Overview

The purpose of this procedure is to identify the minimum requirements for a student to be able to participate in commencement exercises and to document the procedures followed to ensure a smooth ceremony.

II. Practice

- 1) Students who complete their degree requirements in the fall, spring or summer terms are eligible to participate in that year's Commencement ceremony held in May.
- 2) Students wanting to participate in the Commencement ceremony must complete the Commencement Application, available on the myUACCB portal or in the Registrar's office. This information is used for regalia orders, programs, announcements, and other portions of the ceremony.
- 3) The Registrar's Office will send an e-mail to all students prior to the due date to complete the form each semester. Faculty and other personnel may be asked to announce these dates as well. Commencement Applications for the academic year opens the 2nd Friday of September and closes the 2nd Friday of February. Students who fail to meet this deadline may still be able to participate on a first-come, first-serve basis if additional (extra) academic regalia are available for use. Student participants in the commencement ceremony must wear academic regalia.
- 4) An information letter about Commencement will be mailed to students' address. It is the responsibility of the student to keep contact information current. Students desiring to participate in commencement are requested to attend a practice session held prior to commencement.

I. Clarifying Points

- 1) Participation in the commencement ceremony is not evidence of graduation. There will be cases where a student earns a degree but does not participate in commencement or where a student participates in commencement prior to earning a degree.

Adopted: May 27, 2011
Revised: April 19, 2021

* This procedure was previously located in the UACCB Academic Procedures Manual (AP IV-3.0, Requirements for Participation in Commencement Exercises).