

# UNIVERSITY OF ARKANSAS AT PINE BLUFF

## NEW POLICY REQUEST FORM

(Please use a separate form for each proposal/course. Submit the original form to the chair of the Academic Affairs and Educational Policies Committee. Submit one copy of the request to EACH member of the Academic Affairs and Educational Policies Committee).

1. Presenter: Dr, David Fernandez Department: SAFHS

2. Code: \_\_\_\_\_ Title: Participation in Commencement Exercises

3. Abstract of proposal: (LIMIT DISCUSSION TO 100 WORDS OR LESS).

Graduating students wishing to participate in commencement exercises must have completed all of the requirements for graduation in order to participate. Exceptions to this rule have been made on a case-by-case basis, typically in the event a circumstance beyond the student's control has prevented the student from completing all of the requirements for graduation. A clear policy to guide when exceptions to full completion of all requirements for graduation is needed to guide students and administrators as to the circumstances under which a student will be allowed to participate in commencement exercises.

#### 4. Recommended policy:

In order to participate in Commencement, a student must:

- be enrolled in all remaining required courses by the last day to add/drop a course for that semester;
- have the minimum cumulative GPA required for the respective major;
- have satisfied the senior comprehensive exam/portfolio requirement; and
- have exited or are on track to exit University College (predicated on courses currently enrolled).

A student who fails or withdraws from one required course (a lecture with a concurrently required lab constitutes one course for the purpose of this policy) during that last semester may be allowed to participate in Commencement.

Grades from institutions other than the University of Arkansas at Pine Bluff may not be available in time to confirm participation eligibility. Students approved to enroll at another institution must submit an official transcript to the Registrar's Office at least five business days prior to Commencement. CLEP scores must be received in the Registrar's Office at least five business days prior to Commencement.

Disclaimer: Participation in Commencement Exercises is not a conferral of degree. The degree will be conferred at the conferment following the completion of all requirements and not before.

#### 5. Recommended Reference materials:

Alabama A&M University (catalog)

Application must be submitted the semester before the student graduates. Participation in Commencement – Only students registered for all courses necessary to complete requirements for graduation at the time of application for graduation may participate in Commencement. No student may participate in commencement unless final academic clearance is given by the Registrar; final financial clearance is given by the Business Office and Office of Financial Aid, and final clearance by Career Development Services.

Alcorn State University (Registrar's office phone call)

All requirements must be completed before students can participate in commencement exercises.

Central State University (Ohio, call to Registrar's office)

All requirements must be complete

Delaware State University (Catalog)

Students may participate in Commencement in May if they have satisfied the following conditions

- Filed the application for graduation by October 15 for December or February 3 for May
- Enrolled in and successfully completed all academic requirements for graduation prior to graduation
- Satisfied all financial obligations to the University
- Completed the Exit Interview
- Completed the Graduate Exit Survey

Florida A&M University (Registrar's office phone call)

Final grades are not available before commencement per the registrar's office. Students apply for graduation the semester in which they expect to graduate.

Fort Valley State University (Phone conversation with Melinda in Academic Affairs)

Must complete all requirements to participate in commencement.

Kentucky State University

Not available

Langston University (catalog)

Students must apply by Sept 1 for Fall graduation, Nov 1 for Spring graduation, and Feb 1 for Summer graduation. Participation in Commencement exercises is not a degree conferral. Students must have a \$0.00 balance in order to participate in Commencement exercises.

Lincoln University (Registrar's office website)

Commencement Participation Policy states:

Commencement will be held once each year in May for students who complete all degree requirements in the previous August, December and current May.

Students who will complete all requirements in the succeeding summer semester will be allowed to participate in commencement exercises only under the following circumstances:

- The student has no more than two (2) courses left to finish their degree requirements;
- The student has enrolled in the one or two courses needed to finish this degree requirements;
- The student has officially filed for summer graduation with the Office of the Registrar by the official deadline date (last business day of April);
- The student has paid the graduation fee;
- The student has signed an agreement acknowledging that they understand that their degree will not be conferred until after they have completed all degree requirements, that their name **will not** be printed in the commencement program, that they will not be recognized as an honor student at the commencement ceremony, nor will they be allowed to participate in any future ceremony once they officially graduate.

North Carolina A&T University (Registrar's website)

Students must meet the following requirements to be eligible to participate in the ceremony:

- Have completed degree requirements of the semester/session prior to the upcoming commencement ceremony for which they plan to participate; or
- Be enrolled in the final courses or activity necessary to complete degree requirements in the semester for which they plan to participate in the respective commencement.

Prairie View A&M University (Catalog website)

Commencement exercises are scheduled in May, August and December of each year. Participation in the commencement exercises does not constitute the formal conferral of the degree. Formal conferring of degrees and awarding of diplomas take place after the final graduation audit review conducted by the academic dean and Office of the Registrar.

South Carolina State University (Registrar's website)

Students will not be eligible to participate in a Commencement Ceremony unless all degree requirements have been completed prior to participation. In addition, students will NOT be allowed to participate in commencement if they have NOT submitted their graduation application forms to the Registrar's Office by the deadline listed on the University Calendar. Students who miss this deadline must apply for the next commencement ceremony.

Southern University (2014-2017 Catalog)

Students who have not met all requirements for their degree may not participate in commencement.

Tennessee State University (Registrar's webpage, commencement is on May 6)

Students wishing to participate in the ceremony must meet the following requirements:

- Apply for graduation prior to the deadline date of March 31, 2017
- Complete the Senior Exit Exam (Undergraduate Students Only)
- Be enrolled in your final courses to be completed May 5, 2017.
  - You cannot have any courses, exams, tests, thesis, dissertations, etc., to complete after May 5, 2017. All incompletes, credit by exams and grade changes must be completed and on file in Banner by May 5, 2017.

Tuskegee University (Registrar's webpage)

- Final Examination Schedule for Degree Candidates: Students who have made application for Spring Commencement are required to complete final examinations April 21-26. If plans change, students must notify the Registrar in writing by April 2.
- Graduating seniors must clear all substitutions, incomplete grades and any other academic conditions, within the first half of their graduating term.
- Graduate students must maintain a GPA of 3.0 in all courses submitted in fulfillment of the degree requirements. Candidates must have been in residence for at least two semesters, one of which shall be the semester during which the degree is awarded.
- If a student does not complete the academic requirements, a new application must be filed for a subsequent graduation. A separate application fee must be paid with each application.
- It is the student's responsibility to verify his/her academic status with the Registrar. It is also the student's responsibility to make a proper settlement for all financial obligations.
- All Candidates must clear financial accounts in the Bursar's Office no later than April 9, and complete an EXIT INTERVIEW in the Financial Aid and Loan Collections Offices no later than May 1. Degree candidates will not be financially cleared for graduation unless they have completed their EXIT INTERVIEWS and satisfied their financial obligations.
- Degree Candidates will be notified of their graduation status by May 4, via their Tuskegee University TigerWeb account. Click on "Graduation Clearance" under Academic Planning. Students should contact Campus Technology if they have problems with their TigerWeb account.
- Diploma fees (\$30.00 per degree) must be paid at the Cashier's window, Kresge Center by April 9, one month prior to graduation. Students who pay for more than one of the same degree must notify the Registrar. The deadline for ordering a duplicate diploma is February 1.

University of Maryland Eastern Shore (Registrar's website)

It is the policy and practice of the University of Maryland Eastern Shore that all participants in the commencement must have completed all academic requirements as presented in the catalog in effect at the time of initial enrollment at the University as a degree seeking student and approved by the degree granting department.

Virginia State University (Registrar's website)

In order for your name to appear on the approved list, you must be academically cleared by the Registrar and the Department Chairperson. Senior grades are due in the system by 10:00 A.M. Tuesday, December 6, 2016.

West Virginia State University (2016-2017 Undergraduate Catalog)

The student must have all required major courses completed except those scheduled during the semester than the student applies for graduation. Students who fail to complete their academic responsibilities during the final semester must complete all degree requirements before the University confers a degree.

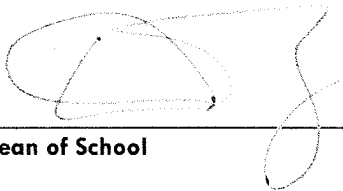
10. Prospective director, coordinator, or instructor: \_\_\_\_\_

11. When will the proposed action become effective? \_\_\_\_\_

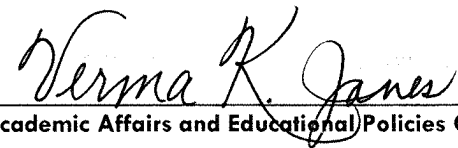
12. Submitted by: \_\_\_\_\_  
Date

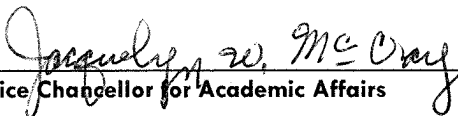
13. Approved by: \_\_\_\_\_  
Department Curriculum Committee (Chair) Date

14. Approved by: \_\_\_\_\_  
Department Chair Date

15. Approved by:  \_\_\_\_\_  
Dean of School March 17, 2017 Date

16. Approved by: \_\_\_\_\_  
Teacher Education Committee (Chair) Date

17. Approved by:  \_\_\_\_\_  
Academic Affairs and Educational Policies Committee (Chair) 4/3/2017 Date

18. Approved by:  \_\_\_\_\_  
Vice Chancellor for Academic Affairs 4-3-17 Date

19. Approved by: \_\_\_\_\_  
Faculty/Staff Senate President Date

20. Approved by: \_\_\_\_\_  
Chancellor Date

