

EDINBORO UNIVERSITY OF PENNSYLVANIA

## **COMMENCEMENT-Policy No. C007**

Supersedes Policy No. C007, Dated 11/4/88

Recommended for Approval By John F. Fleischauer, Provost and Vice President for Academic Affairs

Approved By Foster F. Diebold, President on October 4, 1994

Review Date: As Required

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### **INTENT**

The intent of this policy is to regulate the activities of commencement. The semi-annual commencement ceremonies will occur near or at the end of each academic term.

### **POLICY**

Edinboro University of Pennsylvania of the State System of Higher Education holds its commencement ceremony at the conclusion of both the first and second semester. The date of the commencement ceremony is established by the President.

Individuals who completed degree requirements during the summer session will receive their diploma by mail as soon as the diplomas are received from the printer. These individuals are also invited to participate in the December commencement ceremony.

When extenuating or special circumstances warrant, the Provost and Vice President for Academic Affairs may authorize an individual to participate in a commencement ceremony even though degree requirements have not been met. However, the individual will not receive a diploma until the degree requirements have been completed.

Due to the limited availability of seating, a proportionate representation of faculty is asked to participate in the commencement ceremony. Department chairpersons shall designate the individuals to represent a department at a commencement. Faculty members who participate in a commencement may rent academic robes through the Campus Bookstore.

In order to deal with the details of coordination and organization of the ceremonies, the Provost and Vice President for Academic Affairs will chair the Commencement Committee comprised of representatives from all units directly involved in planning. Such details shall include, but not be limited to, provisions for an orderly academic procession and organization of appropriate activities of the commencement ceremony.

The Provost and Vice President for Academic Affairs will recommend to the President of the University the name(s) of those suitable to be honored as the Marshal (Bearer of the Mace) for the ceremonies of graduation. The President will consider the recommendation and appoint the Marshal (Bearer of the Mace). Consideration will be given to such factors as seniority, contribution to Edinboro University, research or related activity, and community service.