



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## **Commencement Participation**

### **Policy Number [X-XX]**

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

### **1. Purpose**

To establish guidelines for graduating students regarding participation in the commencement ceremony.

### **2. Scope**

This policy applies to all undergraduate, graduate and doctoral degree seeking students.

### **3. Definitions, Roles and Responsibilities**

#### **3.1 Definitions**

3.1.1 **Graduation:** The successful completion of all degree requirements at Commonwealth University for which you receive a degree or certificate.

3.1.2 **Commencement:** A ceremony at Commonwealth University at which students are recognized for their completed degrees.

#### **3.2 Roles and Responsibilities**

3.2.1 **Student:** submit the Graduation Application via Banner Student Self Service to include ceremony participation choices

3.2.2 **Office of the Registrar:** gather ceremony participation data from graduation application.

3.2.3 **Academic Department:** approve students graduation applications to allow participation in the commencement ceremony

### **4. Policy**



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- 4.1 Students will participate in the commencement ceremony on their campus in the semester when they will complete all degree requirements.
- 4.2 Commencement ceremonies are held in the Fall and Spring semesters.
  - 4.2.1 Fall Commencement: Only students completing degree requirements in the fall or winter semesters will be permitted to participate.
  - 4.2.2 Spring Commencement: Only students completing degree requirements in the spring or summer semesters will be permitted to participate.
  - 4.2.3 In the case of extraordinary circumstances, students may request an exception to participate in the ceremony the semester after completing requirements by contacting the Office of the Registrar.
- 4.3 Only students approved for participation in the commencement ceremony will be permitted to cross the stage.
- 4.4 Students will cross stage individually. The only exceptions would be an approved ADA accommodation.
- 4.5 Participation in a commencement ceremony does not signify degree conferral. Commencement is a ceremony conducted in anticipation of meeting all degree requirements. The participation in a commencement ceremony does not imply an obligation on the part of the university to award the degree before all requirements have been met and certified.
- 4.6 All students participating in commencement must wear academic regalia. A U.S. Armed Forces issued uniform may be worn in place of academic regalia.

## **5 Procedures, Standards, and Guidelines**

- 5.1 Graduation Application – submitted via Banner Student Self Service.
  - 5.1.1 Processed by the Office of the Registrar
  - 5.1.2 Approved by the Academic Department

## **6 Compliance and Enforcement**

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and



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state laws and regulations, PASSHE Board of Governors policies, and other  
University policies, procedures, standards, or guidelines.

## **7 Additional Information**

### **7.1 Supporting Documents**

7.1.1 [Include title of supporting documentation here.] [[Link](#)]

### **7.2 History**

7.2.1 [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]

7.2.2 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

7.2.3 Revised - [Date of Revision]

7.2.4 Next Review Date - [Date of Revision]

**7.3 Related Policies -** [Reference related policies]

### **7.4 Contacts for Additional Information and Reporting**

7.4.1 [Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]