



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 students 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.



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- 3.2.3 Academic Department: Department Chair or designee approves students' graduation applications to allow participation in the commencement ceremony

4. Policy

- 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



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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 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]