

# COMMENCEMENT ATTENDANCE

*Policy No: AA.04.002c*

## Policy Statement

Commencement provides recognition to those students who are expected to meet the College's requirements for graduation.

## Policy Purpose

The commencement ceremony does not constitute as graduation. Since final grades are submitted after commencement, the college is unable to determine if all program requirements are met. Graduation becomes official once final grades are submitted and the degree notation is displayed on the academic transcript.

## Policy Details

Students shall meet the following criteria in order to participate in commencement and be included in the commencement program:

1. Complete and submit a graduation application.
2. A student's graduation application must have an approved audit with pending completion status
3. The published commencement program will include the following terms:
  - a. Fall and Spring graduates of the current academic year
  - b. Summer graduates from the prior Summer term that were not included in the prior academic year's program.
  - c. Summer graduates from the following Summer term that have met #2 by the completion of Spring Break during the current academic year.

## Procedures

1. Student submits graduation application
2. Records Office generates degree evaluation and notifies student of results
  - a. Students that are marked as pending completion status are included in the commencement program.

## Documentation Closing

### Definitions

<b>Term</b>	<b>Definition</b>
<i>Commencement</i>	A formal celebration honoring the academic achievements of expected graduates.
<i>Academic Year</i>	Academic year consists of Summer, Fall, and Spring semester. Terra State's academic year begins with summer semester.

### Resources

### Contacts

<b>Contact Name</b>	<b>Position</b>	<b>Email</b>	<b>Phone/Ext</b>
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*History*

<b>Date</b>	<b>Notes</b>
3/24/04	Effective policy
5/19/14	Update policy
4/18/19	Revised