

REQUIREMENTS FOR DOCTORAL STUDENT PARTICIPATION IN GRADUATION CEREMONIES

(Approved by Graduate Council, March 19, 2002)

Effective with Spring 2002 graduation, the following policies and procedures shall be instituted for all graduation ceremonies (both Fall and Spring Graduation).

Participation in Graduation Ceremonies

In order for an individual to participate in the doctoral hooding ceremonies, they must meet the following requirements:

- 1) All required course work will be completed by the end of the term;
- 2) They have taken and passed all necessary comprehensive and dissertation defense exams (both oral and written)
- 3) The program director can certify the student should be able to complete any outstanding revisions or modifications by the end of the next term (e.g. by end of summer for Spring graduation, by end of Spring for Fall graduation).

Doctoral Program Directors Responsibilities

The Doctoral Program Directors will be responsible for the following activities:

- At least **six weeks prior** to commencement, submitting a list to both Registrars and the Graduation Office with the names and required information for those doctoral students who have applied for graduation and whom the Program Director feels is likely to meet the above requirements.
- Within one working day of the completion of the above requirements, the Doctoral Program Director must notify the Dean of the Graduate College that the individual is eligible to participate. All notifications **MUST** be received no later than one working day before the ceremony.

The Registrar and Graduation Office will have diplomas drawn up in the names of the students provided by the Doctoral Program Directors, and will have the individuals listed in the official commencement program.

Procedural Issues

If a student is listed as participating in the program, but does NOT successfully complete all the above requirements before the ceremony, the individual WILL NOT BE ALLOWED TO PARTICIPATE in the ceremony.

If a student is listed in the Program, but does not participate, they will be eligible to participate in the next ceremony when all the requirements are met. However, the student will not be listed again in any future commencement program for that degree. Similarly, if a student is NOT listed, but meets the requirements to participate at least 1 working day before the ceremony, and the Doctoral Program Director notifies the Dean of the Graduate College of the eligibility of the student, that student will be allowed to participate if she/he so desires. The student's name and degree will appear in next official commencement program.

If the student completes ALL requirements, including filing of all administrative paper work and obtaining the necessary signatures on the "notice of completion" **at least three (3) working days** before the ceremony, the student shall receive their actual diploma at the ceremony. If the student does not complete all required paper work as specified above, they shall receive a blank diploma at the ceremony.