

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
UNIVERSAL POLICY GOVERNING PARTICIPATION IN
COMMENCEMENT CEREMONIES

<u>Number</u>	02.01.11
<u>Division</u>	Academic Affairs
<u>Date</u>	August, 2007
<u>Purpose</u>	To establish a policy that governs participation in commencement ceremonies for students who lack coursework for the completion of the baccalaureate degree.
<u>Policy</u>	<p>Students are expected to have completed all degree requirements prior to participation in commencement exercises. On occasion students request to participate in a commencement ceremony prior to completion of degree requirements because extenuating circumstances will make participation in a later ceremony impractical. For instance, a student who needs one or two courses in the summer to graduate may request to participate in the spring commencement rather than wait until the following fall ceremony.</p> <p>The following criteria will be used to determine whether a student can participate in the commencement ceremonies and appropriate documentation is required:</p> <ol style="list-style-type: none">1) The circumstances are truly exceptional, such as a military deployment or unique family situation2) the student has the required grade point average in the major, minor and overall areas of study to be on track for graduation;3) There is a plan in place for the student to complete the required coursework within the next 6 months.4) Students enrolled in special programs of study may be exempt from this policy (i.e., 12-month RN to BSN nursing program).
<u>Procedures</u>	<ol style="list-style-type: none">1. The student meets with their advisor to review their Program of Study and plan of action for completing coursework.2. Student completes the Graduation Application, indicating the desired graduation ceremony.

3. Degree Auditors review the student's record to ensure that the student has met all degree requirements, noting any outstanding requirements.
4. Student also submits to the Registrar a letter and supporting documents stating the extenuating circumstances leading to the request to participate in a ceremony prior to completion of all degree requirements.
5. The student provides evidence that they have registered for the outstanding classes in the following academic term.
6. Student request and supporting documentation is forwarded to the Provost Office for consideration.

Review

Academic Affairs will review this policy every five years or sooner as needed.

Approval

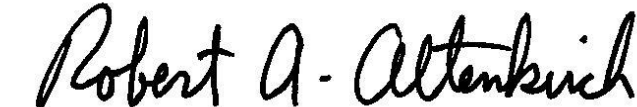


Chief University Counsel



Provost and Executive Vice President for Academic Affairs

APPROVED:



President