



Angelo State University
Operating Policy and Procedure

OP 04.07: Commencement

DATE: February 29, 2012

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach to the handling of commencement.

REVIEW: This OP will be reviewed in February of even-numbered years by the vice provost for academic affairs with recommended revisions presented to the provost and vice president for academic affairs by March 15.

POLICY/PROCEDURE

1. Commencement

- a. All full-time faculty should attend commencement unless specifically excused by the provost and vice president for academic affairs.
- b. Two separate commencement ceremonies are held at the end of the spring and the fall semesters. Colleges will be assigned to a commencement time designed to distribute the number of students as evenly as possible between the ceremonies. Diplomas are mailed to students after commencement or at the end of the second summer term.
- c. The Office of the Registrar is charged with planning and managing commencement. Responsibilities of the Office of the Registrar include, but are not restricted to, proposing changes to the design of the commencement program; approving the seating arrangements and décor of the commencement venue, music and musicians; organizing of the processions, photographing and videotaping of the ceremony; and appointing and assigning of marshals.
- d. Recommendations for major changes in the details of commencement are subject to approval by the Office of the Provost and/or the Office of the President.