

<b>Commencement/Graduation</b>	Procedure Number	634
	Effective Date	July 1993

**1.0 PURPOSE**

Policies and procedures relating to graduation ensure the development of a commencement ceremony which is appropriate for a two-year technical college by identifying common elements of the ceremony and offering guidelines for preparation and execution of the activity.

**2.0 REVISION HISTORY**

Adopted on:  
 July 1993  
 Revised on:  
 September 2014  
 October 2019

**3.0 PERSONS AFFECTED**

Students and faculty

**4.0 DEFINITIONS**

**5.0 PROCEDURES**

Procedures for commencement/graduation include:

1. Commencement will be held once a year.
2. Date for commencement must be approved by the Provost and Chancellor.
3. Degrees and certificates must be conferred by the Chancellor.
4. The College must publish an official commencement program.
5. Candidates for graduation must satisfy all financial obligations outstanding with the College prior to graduation.
6. All full-time PTC faculty are required to attend and participate in commencement and convocation unless excused by the Provost.
7. Professional dress and decorum is expected.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	July 1993
Ratified by:	PTC Policy Review UA-PTC Policy Review	September 2014 October 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	January 2019
UA Policy Alignment		

