

## POLICIES AND PROCEDURES

Subject: Graduation Policy Reference: G-XXIX

Source: Vice President, Student Success Eff. Date: April 5, 2019

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated May 1, 2014

Date: April 4, 2019

Formal commencement exercises are conducted at the end of the spring, second summer, and fall semesters annually.

May Commencement: Tuesday evening following final exams. Spring final exams normally end on Friday of the previous week. The Print deadline for the commencement program is noon on Monday.

August Commencement: Tuesday evening following final exams. Summer II final exams normally end on Tuesday of the previous week. The print deadline for the commencement program is noon on Monday.

December Commencement: Saturday morning following final exams. Fall final exams normally end on Friday, the day before the December commencement ceremony. The print deadline for the commencement program is noon on Friday. (Note: this is the quick turnaround for the commencement program.)

Following the census date of each semester, the Office of Student Records and Registration will audit enrolled students to determine those who are eligible to graduate. The Office of Student Records and Registration will notify those candidates who are eligible to graduate. Candidates for graduation will receive information about graduation and the commencement ceremony. One week after candidates for graduation have been notified, the Office of Student Records and Registration will notify all enrolled students to contact the Office of Student Records and Registration if they think they are eligible for graduation and have not been notified. All information regarding graduation and commencement, including the notification of eligibility to graduate, will be sent to the students' Official McLennan e-mail account.

Candidates for graduation should complete the commencement information form. The commencement information form is only available for students eligible to graduate. The commencement information form allows candidates to provide information about how they would like their name to appear on certificates and diplomas and if they plan to participate in the commencement ceremony.

Grades for candidates for graduation are due at noon, the Wednesday prior to the commencement ceremony. For exams scheduled on Wednesday or Thursday afternoon, faculty should consider the following options;

1. Negotiate an early exam time with the student.
2. Grading the exam and posting the final grade immediately after the exam is completed and notifying the Office of Records and Registration staff of the anticipated time of posting.

Certificates and degree notations are posted to student transcripts after the end of the spring, second summer and fall semesters after the commencement exercises have been conducted. McLennan reserves the right to post certificates and/or degrees for current and former students who have met graduation requirements but have not formally initiated the graduation process.

## **Honors Graduates**

To receive special recognition as an honor graduate at the Commencement Exercises, a student must have completed 60 or more college level semester hours with a cumulative grade point average of 3.50 or better. Special recognition categories and the grade averages required for each are as follows:

- 4.00 Highest Honors
- 3.80-3.99 High Honors
- 3.50-3.79 Honors

Students who graduate with highest honors shall be presented a special award during the Commencement Exercises.