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## Policy AC026: Commencement

**Recommended for Approval by:** Scott E. Miller, Senior VP for Academic Affairs and Provost

**Approved by:** Dale-Elizabeth Pehrsson, President

**Effective Date:** 07/01/2022

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### A. Intent

To define the timing of commencement ceremonies for students completing their degree requirements at different points during the calendar year.

### B. Definition(s)

None.

### C. Policy

Pennsylvania Western University will hold a commencement ceremony twice each year, in May and in December. The dates of the commencement ceremonies will be established by the President, and listed in the academic calendar.

Undergraduate students completing degree requirements in Spring or Summer will participate in the May commencement ceremony. Those who are completing program requirements in the Summer term may participate in the May commencement ceremony provided that they are anticipating completion of all requirements in the Summer.

Undergraduate Students completing degree requirements in Fall or Winter will participate in the December commencement ceremony. Those who are completing program requirements in the Winter term may participate in the December commencement ceremony provided that they are anticipating completion of all requirements in the Winter.

Graduate students may participate in the commencement ceremony scheduled for the semester when their program requirements are completed. Those who are completing program requirements in Summer may participate in the December commencement ceremony following the Summer term in which students complete their requirements.

When extenuating or special circumstances warrant, the Senior Vice President for Academic Affairs and Provost, or designee, may authorize an individual to participate in a commencement ceremony even though degree requirements have not yet been met. However, the individual will not receive a diploma until the degree requirements have been completed.

The Senior Vice President for Academic Affairs and Provost, or designee(s), will chair Commencement Committees, one on each campus, comprised of representatives from all units directly involved in planning. Such details shall include, but not be limited to, provisions for an orderly academic processional and organization of appropriate activities for the commencement ceremony.

The Senior Vice President for Academic Affairs and Provost will recommend to the President of the University the name(s) of those suitable to be honored as the Marshal (Bearer of the Mace) for the commencement ceremonies. The President will consider the recommendation and appoint the Marshal (Bearer of the Mace), who shall be a current or retired faculty member.

Graduates will receive their diploma by mail once completion of all degree requirements have been verified by the University.

**D. Procedure(s)**

None.

**E. Related policies**

Academic Honors at Graduation (AC018)

Degree Conferral Policy (AC027)

Graduation Requirements Policy (AC028)

Graduation Residency Requirements Policy (AC033)

Posthumous Awards Policy (AC025)

Transcript and Diploma Policy (AC041)

**F. Contact Information**

For additional information, please contact the Office of the Provost.

**G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.