

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Academic Policies and Procedures

POLICY/PROCEDURE: Graduation Ceremony

DATE: March 1, 1993

NUMBER: 4.34

REVISION(s): 12/19/94

Purpose

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

Policy

1. Graduation ceremonies will be held once a year.
2. Dates for graduation ceremonies must be approved by the President.
3. Students recognized during official commencement ceremonies include those receiving the A.A., A.S., A.A.S., A.C., T.C., and C.P.
4. Degrees and certificates must be conferred by the President.
5. The College must publish an official commencement program.
6. Candidates for graduation must satisfy all financial obligations outstanding with the College prior to graduation.
7. All full-time OTC faculty, as a part of their contractual agreement, are required to attend and participate in the graduation ceremony. OTC Associate Faculty are encouraged to attend and participate.

Procedures

1. The proposed date for the ceremony will be submitted to the President by January of the year of the annual activity.
2. The Provost, in consultation with the Registrar and upon appropriate faculty nomination and recommendation, will review credentials of candidates for graduation and will certify their eligibility.

3. The ceremony will normally include the following:

Processional

Invocation

Welcome by the Provost

Introduction of Board members and guests

Recognition of graduates and their families

Introduction of President

Introduction of speaker(s)

Conferring and presentation of degrees and certificates

Benediction

Recessional

AUTHENTICATION (Signature):

COPP

President

12/19/94
(Date)

4.34