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## COMMENCEMENT CEREMONY

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**PURPOSE:** To provide an annual procedure for officially conferring degrees and awarding certificates.

### **I. Policy**

Boise State University will conduct general commencement ceremonies each year to be held at the end of the spring and fall semesters. All students who have completed requirements for graduation since the previous ceremony will be invited to participate, and their names will be included in the printed program. Graduates who do not wish to participate in the ceremony may make arrangements with the Registrar for delivery of their diplomas or certificates of completion.

### **II. Ceremony**

The general arrangements for the ceremony will include the following:

- A. **Administrative Participation:** The Boise State University President will act as master of ceremonies, confer all degrees, make appropriate awards, and choose those administrators and visiting dignitaries he deems appropriate to join the stage party and participate in the ceremony.
- B. **Faculty Participation:** For appropriate representation of the faculty, a minimum of 33% of each department should be present at each graduation ceremony. The Chair of the Faculty Senate will be asked to be faculty marshal to lead the procession and carry the mace.
- C. **Student Participation:** The Registrar's Office will provide information and directions to the graduates relating to robes, announcements, and assembly.

### **III. Planning Responsibilities**

The Commencement Committee, composed of representatives from all areas which have some responsibility for commencement, will be responsible for overall planning and coordination of the entire commencement activities including college ceremonies.