

	SECTION	HR
	NUMBER	P-58
	EFFECTIVE	2-15
	REPLACES	
Diplomas At Graduation Ceremonies	PAGE	1

INTRODUCTION: Staff giving diploma to a child or spouse at undergraduate and graduate commencement ceremonies.

SCOPE: All benefit eligible faculty, adjunct faculty with a rank of senior lecturer and adjunct professor, administration, professional and hourly staff.

POLICY: The President awards diplomas at graduation. Exceptions can be made for a family member to give the diploma to their son, daughter or spouse.

CROSS REFERENCE: N/A

FORMS: N/A

PROCEDURE

The employee must make the request in writing to the Provost and Chief Academic Officer by **April 1st**.

The Provost & Chief Academic Officer will respond in writing to the employee and provide a copy to the Office of Academic Affairs and the Coordinator of commencement exercises. The Coordinator will provide the employee with the expectations, and requirements for participation at this event such as times, location to meet and other details as necessary.