

	<i>Responsible Office or Department:</i>	Academic Affairs
	<i>Effective Date:</i>	11/8/2023
<b><i>Commencement: NU Employees Presenting Diplomas</i></b>		

**PURPOSE:**

Guidelines for university employees who wish to present a 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, and current members of the Board of Trustees and Board of Advisors.

**TERMS and DEFINITIONS:**

1. Clarification: diplomas are not presented at commencement; graduates are presented with an empty diploma cover. The actual diploma is sent to the students after the ceremony.

**MAIN PROVISIONS:**

The University President awards diplomas at graduation. Exceptions can be made for a family member to give the diploma to their child, grandchild, or spouse. These exceptions will not be permitted for other family members, such as nieces, nephews, cousins, etc; or for non-family members, such as advisees, mentees, etc.

**PROCEDURES:**

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.

**ADDITIONAL INFORMATION:**

None

**POLICY HISTORY:**

- Originated: 2/1/2015
- Current Effective Date: 11/8/2023

- Next Review Date: **2026**
- Revision/Renewal Log:
  - Replaces “Diploma at Graduation”, effective 04-13-2015