

## **AOP 2-19-08-01 (Revised 4/15/14)**

### **Graduation Guidelines/Procedures**

#### **Guideline/Procedure 1: Home Locations and Commencement**

All students must file an Intent to Graduate form and pay the Graduation Fee. A student's Home Location should not be changed after an Intent to Graduate is filed or after 75% of the degree program requirements are completed. Students will normally attend commencement at their Home Location. Students who want to attend commencement at a location other than their home location should indicate their preference on the Commencement Participation Form. Students may participate in one commencement for each degree awarded. TROY students whose Home Locations are from outside the United States may participate in the Troy campus commencement. Students whose Home Location code begins with "E" (indicates online program delivery), may participate in the Troy Campus commencement or at a location approved by the University Registrar, or designee.

#### **Guideline/Procedure 2: Attendance at Commencement**

All requirements must be met before a student can participate in a commencement exercise. (Exception: Students who graduate at the end of T2 or T4 may be allowed to walk in December and May commencements, respectively). Prior to participation in commencement, registrars must verify the only hours lacking for degree completion at the time the student participates is the currently enrolled term hours.

Students must participate in the commencement exercise closest to the term/semester of completion. (Exception: Students attending International locations are exempt from meeting the same standards concerning "closest commencement exercise" clause since it may not be possible when arranging travel/flight plans).

#### **Guideline/Procedure 3: Diploma Mailing Fees**

The Intent to Graduate Fee includes the cost of mailing the student's diploma using standard shipping rates. All diplomas are sent by certified mail.

#### **Guideline/Procedure 4: Intent to Graduate Deadlines**

Students file the Intent to Graduate online based on the deadlines published for each semester/term. Deadlines should be appropriately posted. Students are expected to follow deadlines. Exceptions to deadlines must be approved by the University Registrar, or designee.

#### **Guideline/Procedure 5: Duplicate or Replacement Diplomas**

Duplicate or replacement diplomas will be reproduced based on the original. No name changes are allowed. (Rationale: The diploma is an official document based on when the student filed the intent and completed the degree). The fee is \$25.00.

**Guideline/Procedure 6: Honor Cords**

Honor Cords can be worn for commencement. There is no limit to the number of honor cords that can be worn. No social society paraphernalia can be worn at commencement.

**Exceptions to Guidelines/Procedures:** Any student who requests an exception to the guidelines/procedures should be referred to the University Registrar who will consult with the Associate Provosts for an appropriate decision. The final authority rests with the Senior Vice Chancellor for Academic Affairs.

**Approved by Academic Steering Committee, February 19, 2008 (Revised April 15, 2014)**

**OPR: Vickie Miles**