



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
EMS 7.01

Date of Adoption/Revision:
March 16, 2015

SUBJECT	COMMENCEMENT PARTICIPATION
AUTHORITY	College Registrar
APPLICABILITY	This policy applies to all Bennett College students.
PURPOSE	This policy defines the requirements that must be met in order for students to participate in commencement exercises. Students completing all degree requirements by the end of the fall or spring semester are encouraged to participate in the May commencement exercise that follows the completion of all degree requirements.
POLICY	<p>Students with four or less credit hours remaining towards completion of their degree will be allowed to participate in the commencement ceremony.</p> <p><i>Note: Participation in a commencement ceremony does not presume graduation from Bennett College. Degree candidates will not earn degrees nor be graduated from Bennett College until they have completed all degree requirements.</i></p>
PROCEDURES	<ul style="list-style-type: none"> • Determinations of eligibility occur at the end of the drop / add period in the spring semester of the Commencement Ceremony. At that time, the Registrar will calculate each student's expected credit total, which is the number of credits earned plus the number for which a student is registered. Students may participate in the Commencement Ceremony if their expected total is no more than four (4) credits less than the minimum credit requirement for their degree program. In all bachelor's degree programs, the minimum number of credits is 124. • Student must have met all financial obligations to the College. • Student must have met all institutional requirements of the College as outlined for Graduate Clearance. • Student must apply for graduation before the published deadline. • Student must pay the graduation fee. • Student must meet with Academic Advisor to obtain a senior audit review. • Academic or Faculty Advisor and student must complete and sign the Course Requirement for Degree Completion form (CRDC). <ul style="list-style-type: none"> o The CRDC form must include the specific remaining course(s) requirement and the expected term of completion. o The remaining course(s) requirements may not exceed four (4) credit hours. o Remaining courses taken off campus will also require completion of the Transient Student/Transfer Credit form. (Both forms, if applicable, are submitted together.) • Student must submit complete and signed CRDC form to the Office of the Registrar for review and student permanent file.

	<ul style="list-style-type: none">• No diploma will be awarded until the student has been certified by their major department(s) as having completed all academic and institutional requirements and certified by the Bursar as having met all financial obligations to the College.
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Replaces policy: <i>Date</i>
