

# Ivy Tech Community College

**POLICY TITLE**

Graduation Ceremony

**POLICY NUMBER**

4.28

**PRIMARY RESPONSIBILITY**

Student Affairs, Academic Affairs

**CREATION/REVISION/EFFECTIVE DATES**

Created September 1992/Revised September 2010, May 2011/Effective May 2011; revised September 2017/effective immediately

**PURPOSE**

Policies and procedures relating to graduation ensure the development of a commencement ceremony which is appropriate for a community college by identifying common elements of the ceremony and offering guidelines for preparation and execution of the activity.

**ORGANIZATIONAL SCOPE OR AUDIENCE**

Students, Faculty, and Staff

**DEFINITIONS**

Commencement Ceremony: A ceremony for the conferment of academic degrees.

**POLICY**

1. Graduation ceremonies will be at a minimum of once a year.
2. Dates for graduation ceremonies must be approved by the President (or designee).
3. Students recognized during official commencement ceremonies are usually limited to those receiving Associate Degrees and Technical Certificates, and Certificates.
4. Degrees and certificates must be conferred by the President or official designee.
5. Each campus center which conducts ceremonies must publish an official commencement program.
6. The College recognizes three levels of honors for graduating students, based upon cumulative Grade Point Average:

|           |                 |
|-----------|-----------------|
| 4.00      | Summa Cum Laude |
| 3.75-3.99 | Magna Cum Laude |
| 3.50-3.74 | Cum Laude       |

Calculation of academic honors, if listed for publication in the graduation ceremony program, will be as of the semester prior to graduation. Honors recorded on the transcript will include the graduation term in the calculation.

7. Students participating in graduation ceremonies will wear a cap and gown. The color of the cap and gown will be black. The color of the tassel may vary by degree.
8. Students may wear honor stoles, honor cords, and medallions to signify the following honors; These are the only approved recognitions:
  - Academic Honors (3.50 GPA and higher)
  - Phi Theta Kappa
  - Other Program/School Approve National Honorary Societies
  - Military/Veterans
  - Ivy Tech Student Leadership Academy

## **PROCEDURE**

1. The proposed date for the ceremony will be submitted to the President (or designee) by November of the year preceding the annual activity.
2. The Campus Academic Officer, in consultation with the Registrar and upon appropriate faculty nomination and recommendation, will review credentials of candidates for graduation and will certify their eligibility.
3. The ceremony will normally include the following:
  - Processional
  - Welcome by appropriate administrator
  - Introduction of the Board members and guests
  - Recognition of graduates and their families
  - Introduction of President (or official designee)
  - Introduction of speaker(s)
  - Conferring and presentation of degrees and certificates
  - Recessional
4. The Ivy Tech Community College diploma is uniform and statewide and contains the following elements:
  - Ivy Tech Community College
  - Student's name
  - Name of the degree conferred
  - Name of the student's program
  - Signatures of the College President and of the Chancellor of the student's region

## **REFERENCES**

4.17 Grade Point Average Calculation [https://www.ivytech.edu/files/4.17-Grade-Point-Average-Calc\\_8-15.pdf](https://www.ivytech.edu/files/4.17-Grade-Point-Average-Calc_8-15.pdf)

4.25 Degree/Certificate Requirements and Standards for Graduation

[https://www.ivytech.edu/files/4.25-Degree-Certificate-Completion-Grad-Requirements\\_-11.10.15.pdf](https://www.ivytech.edu/files/4.25-Degree-Certificate-Completion-Grad-Requirements_-11.10.15.pdf)

## **RESOURCE PERSON**

Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs