Commencement Participation Policy

Issuing Officer: Executive Vice President for Academic Affairs/Provost
Responsible Office: Office of Registration and Records
Effective Date: June 4, 2019
Revised Date/Review Date (If necessary): 4/2019
Supersedes (If necessary): N/A

PURPOSE:
The Commencement Participation Policy clarifies the academic requirements that must be achieved and process or obtaining clearance to participate in the commencement ceremony at Charles R. Drew University.

POLICY:
Students who have completed all the requirements for degree completion prior to the commencement ceremony will be permitted to participate in the spring annual ceremony.

Students who have completed all course requirements and are working on their final project or thesis and/or who have four (4) credit units or less remaining (11 credits or less for the Master of Science, Biomedical Sciences) toward completion of their degree or certificate, may petition the respective departments for permission to participate in the commencement ceremony, but will not receive their diploma until their degree is conferred.

Students in the Physician Assistant degree program and in good standing during their clinical year who are eligible to enter the final didactic fall semester may also participate in the spring ceremony.

Students in the Master of Science degree programs and in good standing during their spring semester who are eligible to enter their final semester in summer, may also participate in the spring ceremony.

Students in the Post Baccalaureate program do not participate in the commencement ceremony.

The annual Commencement Ceremony is held at the end of each spring in celebration of the achievements of our graduates. For more information, see the University website at www.cdrewu.edu.
BACKGROUND:
At times, there may be a valid reason for students not completing all degree requirements prior to the official commencement ceremony. This policy explains under which circumstances students may participate in the ceremony, despite not completing all requirements.

APPLICABILITY:
All students.

ROLES AND RESPONSIBILITIES:
The Office of Registration & Records, in coordination with the program directors and deans of the individual colleges, will review submitted petitions to participate in commencement from those students who have not completed degree requirements.

COMPLIANCE:
Failure of responsible employees to comply with regulatory obligations under this policy may result in disciplinary action, up to and including termination. Students in violation of this policy are subject to disciplinary action, up to and including dismissal from the University.

APPROVING AUTHORITY:
President and Board of Trustees

DEFINITIONS:
N/A

PROCEDURES:
Student petition to participate in commencement ceremony must indicate the remaining credits that are needed for degree completion and a plan that shows those credits will be completed in the summer term following commencement. This plan must be signed and approved by student’s program director. Incomplete petitions will not be accepted and returned to the student. Petitions submitted after April 1st will not be accepted. The Registrar and Academic Dean will review the petitions on a case-by-case basis.

RELATED POLICIES:
N/A