



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 30.16: Commencement

DATE: May 17, 2010

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure that there is a clearly understood and standardized commencement policy for the university.

REVIEW: This OP will be reviewed in May of even-numbered years by the senior vice provost with recommended revisions presented to the provost and senior vice president.

POLICY/PROCEDURE

Diplomas are awarded each year at commencement exercises at the end of the spring and fall semesters and following the second summer term. Because of the large number of students graduating, it is often necessary to have two or more separate convocation ceremonies. Colleges will be assigned to a commencement time designed to distribute the number of students as evenly as possible across the various ceremonies. The School of Law conducts a separate commencement ceremony. Depending upon timing, it may be necessary to mail diplomas to students after the commencement exercise is held.

Faculty members are requested to participate in commencement exercises in full academic regalia. This does not include teaching assistants or other part-time instructional personnel.

Regalia for rental may be ordered from the TTU Bookstore. A deadline for orders is announced by the TTU Bookstore several months prior to each convocation.

The Convocations Committee is charged with planning and managing commencement, except for those of the School of Law, which plans and manages its own commencement. Responsibilities of the Convocations Committee include, but are not restricted to, proposing changes to the design of the commencement program, approving the seating arrangements and décor of the commencement venue, music and musicians, organization of the processions, photographing and videotaping of the ceremony, and appointment and assignment of marshals. Recommendations for major changes in the details of commencement are subject to approval by the Office of the Provost and/or the Office of the President.
