

SUBJECT: Student Participation in Graduation

DATE: August 2018

PURPOSE: To provide an explanation of issues surrounding student participation in graduation ceremonies.

REVIEW: The policy will be reviewed when changes are made to the process or if the University develops a policy on this issue.

POLICY

In some circumstances, students may be allowed to participate in graduation when they are not eligible that semester.

PROCEDURE

Texas Tech University conducts commencement ceremonies in December, May, and August. All students who have completed their degree requirements are strongly encouraged to participate.

Completion of Degree Requirements

- Undergraduate
 - Degree plan on file
 - Intent to graduate on file one year prior to intended graduation
 - Successful (as defined by the academic program) completion of all courses and other requirements on the degree plan, with substitutions approved as appropriate
 - Clear all holds (financial, academic, administrative)
- Graduate
 - Plan of work filed in a timely manner
 - Intent to graduate filed in a timely manner
 - Comprehensive evaluative component completed successfully (master's)
 - Upload of final approved thesis or dissertation with all corrections completed and signatures in place
 - Clear all holds (financial, academic, administrative)

While almost every student completes degree requirements prior to commencement, there are occasions when academic problems arise at the last minute making the student ineligible for graduation that semester. Because family members have likely made non-refundable travel and lodging arrangements, students may, under certain circumstances, be allowed to participate in commencement ceremonies even though they are not actually graduating.

Non-graduating students may participate in commencement only under the following circumstances.

- Undergraduate
 - Student was enrolled in all courses needed to graduate that semester
 - Student did not successfully complete three semester hours
 - Student signs a contract (available in advising office) stipulating that the student will not receive their diploma at commencement and that they are enrolled for the remaining

requirement in the next semester at Texas Tech. Student is also required to refile an intent to graduate for a future semester.

- Graduate
 - Student was enrolled in all hours needed to graduate that semester
 - Student failed ONE class at the last minute
 - OR
 - Student missed the deadline for submission of completed and approved thesis/dissertation, BUT after the deadline the student successfully defended with corrections in process
 - Student signs a contract (available at Graduate School) stipulating that the student will not receive their diploma at graduation and that the student is enrolled in the class needed to graduate (or an approved substitution) either at Texas Tech or, with permission, at another institution, and that their degree will not be conferred until the fully approved final thesis/dissertation is uploaded.

Requests for exceptions to these guidelines must be approved by the COHS Associate Dean for Students (currently Associate Dean Lauderdale) for both graduate and undergraduate students.

Note: This policy concerns only academic issues in relation to graduation. Other issues (financial and administrative holds) must be resolved with appropriate other parties.