



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of the Vice
President for Academic Affairs**

Policy No: AP-AA-36.1
TITLE: Commencement
EFFECTIVE DATE: February 17, 2017
CANCELLATION:
REVIEW DATE: Fall 2017

PURPOSE

The purpose of this policy is to define commencement and outline eligibility requirements.

AUTHORITY

Part Two, Chapter III, Section IV of the bylaws and rules of the University of Louisiana System.

DEFINITIONS

Commencement - the campus-wide ceremony recognizing academic achievement. Participation in commencement does not constitute the award of a degree (graduation) or guarantee thereof.

Graduation - the official act of awarding a degree to students who have successfully completed, to the satisfaction of the college or school, the academic requirements necessary to the award of a degree by the University.

GENERAL POLICY

Commencement ceremonies are held in May and December of each year. Early participation applies to May commencement only and is permissible under the following criteria:

- (a) All students must file an application for degree and pay the graduation fee by the posted deadline.
- (b) Doctoral candidates must have met their graduation requirements, including their defense and submission of their dissertation, by the established Graduate School deadlines.
- (c) Master's students should be within their last 9 hours, for completion of degree, as of the last date to apply.

- (d) Undergraduate students should be within their last 15 hours, for completion of degree, as of the last date to apply.
- (e) Undergraduate students and Master's degree candidates who will complete their respective degree requirements during the summer term, and meet the criteria above, may petition the university to participate early in commencement by completing the graduation application form and payment of the graduation fee by the posted spring deadlines.
- (f) Appeals to the above portion of this policy can be submitted to the Academic Dean or Graduate School. Appeals are not allowed for Doctoral candidates.
- (g) Students may apply for graduation and participate in the ceremony as many times as they want, provided they meet the requirements stated above and pay the graduation fees.
- (h) Students will have an opportunity to pick up their diploma by the posted date. After that date, diplomas will be mailed out.



John W. Nicklow
President
University of New Orleans