



THE UNIVERSITY of  
NEW ORLEANS

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

**Policy No:** AP-AA-36.2  
**TITLE:** Commencement  
**EFFECTIVE DATE:** February 17, 2017\*  
(\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Fall 2020

#### **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. Participation in commencement 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

*\*Policy Updates:  
Revisions: 9/17/2018*