

Longwood University  
**GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET**

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) about a new proposal/policy or about revisions to an existing proposal/policy.

**If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**PREPARER:** (Originator, Department, or Committee that authored or sponsored this proposal)

**Graduate Council**

**TOPIC:**

Participation in commencement without having completed degree requirements.

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

Current Policy (Page 40 of the 2014-2015 Graduate Catalogue

“Only those students who have completed the degree requirements established by Longwood will participate in commencement ceremonies. Commencement is held once a year in May with separate ceremonies for graduate and undergraduate degrees. Students completing a degree program in August or December may choose to participate in the following May commencement ceremony. Participating students must buy from the university bookstore the caps, gowns, and hoods required the commencement exercises. Diplomas will be mailed to students normally within eight weeks of commencement.”

This proposal is derived from the discussion held to change the undergraduate policy to allow students to participate who have minimal requirements remaining so they may walk with their peers.

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

**COMMENCEMENT**

Students who are in good academic standing with the university, have three (3) or fewer academic credits or one course remaining for the completion of their degree, and have enrolled in the courses required for graduation for the subsequent summer and/or fall academic semesters, and have received approval from the graduate coordinator of their program and the registrar shall be permitted to participate in the graduation ceremony.

Each graduate program may design requirements to allow students in that program within 3 credits or one course of graduating who have passed any required comprehensive exams to participate in the May ceremony by applying to the Program Coordinator.

Diplomas will be mailed to students normally within eight weeks of commencement or the completion their degree requirements.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

Commencement is an important celebration of a student's career. This policy will serve to create goodwill between the university and alumni. Additionally, this policy brings the university in line with other universities in Virginia by allowing students to participate in the graduation ceremony before full completion of their

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SIGNATURE PAGE**

- 1. Educational Policy Committee \_\_\_\_\_
- 2. Faculty Senate \_\_\_\_\_
- 3. \*VPAA \_\_\_\_\_
- 4. \*BOV/SCHEV - VPAA will submit materials for approval
- 5. Date received by Registrar \_\_\_\_\_

\*Substantive change (see definition and consult EPC chair prior to submitting materials)

**All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year’s catalog, all paperwork must be submitted no later than:**

**February 1<sup>st</sup> to the College Curriculum Committee  
March 1<sup>st</sup> to the Educational Policy Committee (EPC)**

**Submission within the deadlines does not guarantee processing in time for the next academic year’s catalog.**

*Revised June 2012*