

POLICIES AND PROCEDURES

Reference:	E-VI	Effective Date	02/15/2015
Subject:	Commencement Committee		
Source:	Vice President, Finance & Administration		
Approval Authority:	President	Approval Date	02/15/2015
History:	Previously effective 02/15/2015, replaced policy dated 08/28/2003		
Remarks:	Policy updated to new format.		

The functions of the Committee shall be to recommend and implement approved activities for the commencement exercises and recommend an annual budget for these events. Members of this Committee shall be the following:

Registrar, Chairman

Two Faculty members to be appointed by the Registrar (one from Arts & Sciences and one from Workforce Education upon recommendation of the Deans).

Two students to be appointed by the Vice President, Finance & Administration.

The Chairman may request other members of the staff to serve on the Committee through appropriate administrative channels.

Meetings shall be called by the Chairman.