



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Commencement Ceremony
Procedure Number: 07-2004-0006
Board Policy Reference: I.B.

Accountable Administrator: Vice President, Student Affairs
Position responsible for updating: Director Enrollment Services/Registrar
Original Date: March 1967
Date Approved by Cabinet: 06-12-18
Authorizing Signature: *Signed original on file*
Dated: 06-12-18
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Reviewed: 06-18

Purpose/Principle/Definitions:

BMCC's Commencement is an annual event whereby the Board of Education and President acknowledge the academic accomplishments of students and formally confer the credentials of certificates of completion and associate degrees. The commencement ceremony encourages BMCC faculty and staff; students and their family members, and friends to celebrate the academic accomplishments of our graduates.

Guidelines:

- The VP of Student Affairs Unit will coordinate planning of the event and will serve as chair of the Annual Commencement Planning Committee. The VP, SA and the committee will serve in an advisory role to the President.
- The ceremony will be held once per year, during finals week of spring term. Specific time and location of the ceremony is at the discretion of the President.
- The Board Chair will present diploma covers to the graduates during the ceremony with diplomas and certificates of completion mailed to students each term.
- The Platform party will consist of the President, VP's, the keynote speaker, honorary degree recipients, and members of the BMCC College Board.
- Participating faculty, staff, and board members who walk in the commencement processional will wear academic regalia
- The College will cover the costs of regalia for College Board members, faculty, and staff who are platform participants or that walk in the commencement processional.

- Participants who have purchased their own regalia are permitted to wear it at the ceremony, provided it is in keeping with the tone and dignity of the event and the regalia of the rest of the participants.
- Graduates participating in commencement will wear the designated BMCC cap and gown and approved items signifying honors GPA, honor society, veterans, and/or student government affiliation.
 - Graduates may wear items representing their cultural heritage
 - Graduates in career technical fields may request permission to wear added items related to their academic program and must be approved by the Vice-President of Student Affairs or the Vice-President of Instruction.