



CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title	Commencement Eligibility
Policy Number:	340
Policy Administrator:	Provost, Vice-President of Academic Affairs
Policy Initiator:	Registrar and Dean of Students
Authority:	
Effective Date:	N/A
Revised Date:	June 30, 2012
Approved:	William B. Eisenhardt, President
Approval Signature:	

Purpose:

The purpose of the policy is to identify the population of students who may participate in Commencement at the California Maritime Academy.

Scope:

Students eligible for graduation

Accountability:

Office of the Registrar, Dean of Student, Provost

Policy:

It is the policy of the California Maritime Academy that students who have completed degree requirements the previous fall term or expect to complete requirements prior to the subsequent fall term are eligible to participate in the commencement ceremony.

Procedures:

Commencement is held annually at the end of the spring semester. Students who have completed degree requirements for various certificate or diploma programs in the previous term, are eligible to participate in the ceremony.

Students must file for graduation in the fall semester by the established graduation filing deadline. Names of graduates and degree candidates who have applied for graduation by the published deadline will be published in the Commencement Program.

Students who do not wish to have their names published in the Commencement Program can opt out by filing a Request to Withhold Directory Information form with the Student Records Office.

Students who do not meet the terms of this policy and would like to participate in the commencement ceremony may petition to do so in writing to the Provost and Vice President of Academic Affairs, but must do so during the graduation filing timelines.

Definition(s):

Commencement – The official University ceremony held in the Spring semester of each year to recognize the achievements of graduates, degree candidates and teaching credential recipients.

Graduation – The process of verifying completion of degree requirements and conferring the degree.