



Convocation and Commencement Participation

Domain/Division:	Academic/Progression	Index	20-04.20
Responsible Unit(s):	Academic Council	Page:	1 of 2
		Attachments:	1

Authorization Date: May 1996

If checked, policy requires Faculty Assembly Approval. Most recent approval date: _____

Review History: Includes Effective Date, Review and Revision History:

May 1996: Accepted
 Mar 1997: Revised
 1-29-03: Reviewed by Academic Affairs
 1-24-05: Reviewed by Academic Programs
 1-22-06: Academic Council Approved
 1-6-07 Reviewed by SON Council Subcommittee on Policy
 2-14-07 Sent to all faculty and staff for comment
 3-1-07: Changes effective
 4- 2007: Reviewed by SON Council Subcommittee on Policy
 5-8-07 Sent to community for comment. No comments received.
 5-31-07: Changes effective
 01/01/2008: Changes related to Accelerate Baccalaureate student participation and processing of degrees quarterly
 2/19/2008: Reviewed & approved by Academic Council
 2/20/2008: Sent to SON Council Subcommittee on Policy for Review & Approval
 3/7/2008: Sent to SON community for comment. No comments received.
 3/25/2008: Policy updates effective

POLICY STATEMENT:

In order to participate in School of Nursing (SON) Convocation and/or OHSU Commencement ceremonies students must apply for graduation using the OHSU Registrar's Application for Degree form and successfully complete all requirements for their program by the end of Spring term.

Students who wish to participate in SON and OHSU ceremonies but who will not have completed their program requirements by the end of Spring term may submit a petition to participate in ceremonies to the SON by April 15th (see Appendix A). Petitions will be considered if only one course is pending completion¹. Any *Incomplete* course grade(s) are considered as outstanding program requirements. For Doctor of Nursing Practice students, successful completion of the *Terminal Benchmarks* must have occurred at least 14 days prior to SON Convocation. For Doctor of Philosophy students, successful dissertation defenses must have occurred at least 35 days prior to SON Convocation.

¹ Students in the Accelerated Baccalaureate program are eligible to participate in SON Convocation if they have only the second summer courses left to complete. Students in this program do not have to file a petition to participate.

In order to Petitions to be granted, the student's academic advisor must be confident that any remaining program requirements, including the final submission of PhD Dissertation, will be completed by the end of the Summer term immediately following SON Convocation/OHSU Commencement.

In cases where early participation in SON Convocation/OHSU Commencement ceremonies is granted, student's names will appear in the OHSU Commencement program and in the SON Convocation program. In the SON Convocation program, the student's name will be printed with an asterisk (*) after it indicating that minor program requirements are pending.

DEFINITIONS, RELATED REFERENCES, & NOTES (if applicable):

Related References

- 20-04.10 DNP Progression Benchmarks
- 20-04.11 PhD Progression Benchmarks

IMPLEMENTING PROCEDURES:

Responsible Party:

Student

Action:

- Retrieve SON Convocation/OHSU Commencement Petition to Participate Prior to Completion of Degree Requirements from the SON website
- Work with Academic Advisor to complete form and ensure proper signatures
- Return to SON Office of Academic Affairs (SN-ADM) for final approval

Office of Academic Affairs

- Send copy of Petition to OHSU Registrar after final approval by Sr. Associate Dean for Academic Affairs

Committee Chair or Official Administrative Approval (required for new policies).

Original Signed Copies Stored in Office of Academic Affairs

Signature

Lois Miller, PhD, RN

Date

Printed Name

DEANS APPROVAL (required for new policies). Original Signed Copies Stored in Office of Academic Affairs

Signature

Sandra L. Theis, Interim Dean, PhD, RN

Date



Petition to Participate in SON Convocation and/or OHSU Commencement Ceremonies Prior to Completion of Program Requirements

I, _____ (PRINT NAME) **will** be completing my program requirements by the end of this coming summer term and wish to participate in SON Convocation/OHSU Commencement prior to completing these requirements. I understand that this petition will be approved only if I have one course, or the final submission of the dissertation outstanding². Additionally, I understand that any *incomplete* course grades are included as outstanding program requirements.

Furthermore, I understand that I must gain the support of my academic advisor in this request, and my advisor must be confident that any remaining program requirements will be completed by the end of the Summer term immediately following SON Convocation/OHSU Commencement.

I understand that if this petition is granted, my name will appear in the SON Convocation program with an asterisk (*) after my name indicating that minor program requirements are pending and that my name will appear in the OHSU Commencement program without an indication that minor program requirements are pending. My official graduation date will be the last day of the term in which I completed all requirements.

_____ (Student Signature) _____ (Date)

Undergraduate RN/BS MS/MN MPH DNP PhD

Course or program requirement remaining:

Pending Requirement	Faculty of Record (for courses) Printed Name	Faculty of Record (for courses) Signature affirming that the course requirements will be completed in Summer

Academic Advisor Name: _____

Academic Advisor Signature & Date: _____

Campus Associate Dean or Program Director Name: _____

Program Director Signature & Date: _____

PROCEDURES:

- Students are responsible for returning the completed and signed form to their respective campus Commencement Coordinator.
- Campus Commencement Coordinators retain a copy for file and forwards original to the Portland campus Office of Academic Affairs
- Office of Academic Affairs forwards approved Petition to OHSU Registrar

² Accelerated Baccalaureate students allowed more than one course.