



Convocation and Commencement Participation

Domain/Division:	Academic/Progression	Index	20-04.20
Responsible Unit(s):	Academic Council	Page:	1 of 2
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Authorization Date: May 1996

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

Review History:

- **See end of document**

POLICY STATEMENT:

The OHSU School of Nursing holds one Convocation and/or Commencement ceremony each year at each of the campuses, normally towards the end of the spring academic term. In order to participate in these ceremonies students must apply for graduation using the OHSU Registrar's Application for Degree form and successfully complete all requirements for their program. Doctor of Nursing Practice and Doctor of Philosophy students must successfully complete their respective Terminal Benchmarks by the end of the term.

Students who wish to participate in Convocation and/or Commencement 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. The following exceptions or exclusions apply to this policy:

- Students in the Master of Public Health program must have completed their CPH 509A Graduate Internship credits in order to be eligible to participate in ceremonies
- Students in the summer entry Accelerated Baccalaureate program are eligible to participate in SON Convocation if they have only the second summer courses left to complete. Students in the summer entry Accelerated Baccalaureate program do not have to file a petition to participate to spring ceremonies.

Petitions to participate in the ceremonies early will be considered only if one nursing course not to exceed 6 quarter credits is pending successful completion by the next academic term. All non-nursing coursework must be completed and any *Incomplete* nursing or non-nursing course grade(s) are considered outstanding program requirements.

In order for Petitions to be granted, the student's academic advisor must be confident that any remaining program requirements, including the final submission of DNP Clinical Inquiry Project and 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 ceremony programs with an asterisk (*) 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 Student Affairs for final approval

Office of Student Affairs

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

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

Original Signed Copies Stored in Office of Academic Affairs

SignatureGail Houck & UG Council Chair
Co-Chairs, Academic Council**Date****Printed Name****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

6/20/2011: Graduate Council approved change from 35 to 14 days prior to Convocation

8/18/2011: Reviewed with co-chairs of Academic Council and appropriate Associate & Assistant Deans

1/23/2012: Academic Council approved

2/01/2012: Academic Council amended policy to be from 5 credits to 6 credit nursing course.

7/29/2013: Graduate Council amended policy to allow DNP/PhD until end of the graduation term to complete terminal benchmarks due to the longer term and earlier commencements dates.

9/30/13: Academic council approved changes to amend date of completion for terminal benchmarks.



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 degree requirements. I understand that this petition will only be approved if I have one nursing course not to exceed 6 quarter credits¹. Additionally, I understand that any *incomplete* course grades are considered as pending 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 (3-year) RN/BS MN MPH² DNP PhD

Course or program requirement remaining:

Course Pending	Faculty of Record Name	Faculty of Record Signature ³

Academic Advisor Name:
Academic Advisor Signature & Date: _____

Associate Dean or Program Director Name:
Associate Dean or 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 Student Affairs
- Office of Student Affairs forwards approved Petition to OHSU Registrar

¹ Accelerated Baccalaureate students allowed more than one course.

² Student in the MPH program must have completed their Graduate Internship in order participate in ceremonies

³ Faculty of Record signature indicates that the faculty member is aware that the student is intending to complete the course requirements by the end of summer term immediately following spring convocation and is confident that the course work will be completed in that time frame