

## School of Communication and the Arts

### Graduation/Commencement/Commissioning Information

Any student wishing to graduate must file a graduation application in the Registrar's Office for the term in which he/she expects to complete all degree requirements.

Please access the following link to the Registrar's webpage for university-wide information:

<http://www.regent.edu/admin/registrar/graduationinfo.cfm>

If a student submits a graduation application for one term and is not approved for that term, he/she must submit another application for the term in which he/she will actually complete the requirements. The graduation application fee is paid only once.

#### **Graduation Requirements:**

1. Completion of all degree requirements within five years, seven (five) for doctoral students, from date of initial enrollment.
2. Submission of portfolio/thesis or dissertation to Library for binding.
3. Minimum GPA of 3.0.
4. Satisfying of all library fines, parking tickets, and any other financial obligations.
5. Submission of graduation application and fee.

**Participation in May Commencement:** Participation in Commencement does not necessarily indicate graduation. A student must satisfy all degree requirements in order to be "approved for degree." Approval to "walk" is not necessarily "approved for degree." Students who graduated/cleared in December are invited to return to participate in the May commencement ceremony. Please notify the Dean's Office if you intend to do so.

A student may participate in May commencement if he/she has:

1. Approval to participate via graduation application.
2. Completed all coursework undertaken, i.e., no incompletes; an internship or elective may be taken in the summer following commencement.
3. Successfully defended and submitted thesis or portfolio to university approved proofreader by **April 1st**.
4. In case of doctoral students, the dissertation must be successfully defended by **April 1st**.
5. Obtained a cumulative GPA of at least 3.0.

**Commencement:**

A number of events/activities are held as part of commencement week.

**School-based activities:**

**Graduation Banquet:** the 2008 Graduation Banquet will be held at Greenbrier Country Club on Thursday, May 8 at 6:00 p.m. Graduates and their friends and family members are invited. (Doctoral students are also invited to participate in this event if they wish.) Tickets must be purchased in the Dean's Office; the cost is normally \$25-\$30; some complimentary tickets are available. Details about this event are distributed/posted in early April.

**Commissioning Ceremony:** the commissioning ceremony will be held on Friday, May 9 at 9:00 am in the Main Theatre (lineup at 8:30 a.m.) Detailed information regarding lineup, regalia etc is sent to students prior to the event along with other graduation information. Family and friends are invited to this ceremony. The Commissioning is held in the Main Theatre. No tickets necessary. Graduates must inform the Dean's Office of their intention to participate.

**Doctoral Dedication and Luncheon:** the doctoral event will be held at the Greenbrier Country Club on Thursday, May 8 at 12 noon. Family and friends are invited to this event. There is a charge for the luncheon and tickets must be purchased from Diane Clark. Detailed information about this event is also distributed/posted early April.

**NARO:** the traditional showing of student films at the NARO in downtown Ghent in Norfolk is scheduled for Wednesday evening, May 7, 2008. Tickets are sold at the door. (about \$5.00)

**Regalia:** All students participating in commencement and commissioning are required to wear academic regalia. Students may order/purchase regalia by contacting Oak Hall Industries at <http://www.oakhalli.com/regentuniversity/> Regalia is available for pickup in the Student Center a week before commencement. Hoods are handed out during the Commissioning Ceremony for master's and during the doctoral dedication ceremony for Ph.D.'s.

### **Financial Obligations**

It is extremely important that students are aware of the financial obligations associated with graduation. Listed below are some items that might impact a student's budget:

- Cost of proofreader for portfolio/thesis/dissertation (readers normally Charge \$30 an hour)
- Cost of photocopying and binding portfolio/thesis/dissertation
- Cost of photocopying and/or fed ex postage if taking and mailing comps
- Cost of graduation banquet ticket/dress, if needed
- Cost of "winding up" all obligations on student account, such as library fines, parking fines, equipment rental fines, fees etc

### **Diploma and transcript**

Diplomas are normally received 8 to 9 weeks after a student is "cleared" by the Registrar. A degree bearing transcript, if needed for job etc) is usually available from the Registrar's Office is usually obtainable 3 days after a student is "cleared."