

**POLICY & PROCEDURES MEMORANDUM**

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<b>TITLE:</b>	<b>CHARTER: COMMITTEE ON COMMENCEMENT</b>
<b>EFFECTIVE DATE:</b>	<b>July 25, 1995*</b> <i>(*Title Updates 6/7/12)</i>
<b>CANCELLATION:</b>	none
<b>CATEGORY:</b>	Academic Affairs (AA)

**CHARTER**

**FUNCTION**

The Committee on Commencement plans, coordinates, and manages the arrangement of the College's graduation ceremonies. It serves as an advisory committee to the Vice Chancellor for Academic Affairs.

**MEMBERSHIP**

The Committee will be appointed by the Chancellor and is composed of representatives from each campus and all major administrative areas.

**TERMS OF OFFICE**

Each member will serve for three consecutive years; appointments will be staggered.

**MEETINGS**

The Vice Chancellor for Academic Affairs will call the first meeting within one month of appointment of the Committee. Subsequent meetings will be called to accomplish the responsibility of the Committee.

July 25, 1995\*  
\*(Title Updates 6/7/12)

AA-1630.1

## **REPORTS**

The Chair of the Committee will prepare and submit the required reports as published in the yearly *Operational Guidelines* documenting the progress of the committee, with copies to the committee members.

### *Review Process:*

Deans' Council 7/11/95  
Executive Council 7/25/95

### *Distribution:*

Distributed Electronically Via College's Website

### *Attachments:*

#### Committee Standard Forms:

[Committee Initial Report \(Form A\)](#)

[Committee Recommendation Form \(Form B\)](#)

[Committee Attendance Report \(Form C\)](#)

[Committee Final Report \(Form D\)](#)