STUDENT COMMENCEMENT PARTICIPATION

Policy Statement

Commencement recognizes students expected to meet the College's graduation requirements.

Policy Details

Students must meet the following criteria in order to participate in commencement and be included in the commencement program:

1. Complete and submit a graduation application.
2. A student's graduation application must have an approved audit with pending completion status.
3. The published commencement program will include the following terms:
   a. Fall and Spring graduates of the current academic year.
   b. Summer graduates from the prior Summer term that were not included in the prior academic year's program.
   c. Summer graduation applicants from the upcoming Summer term that have met #2 by the first Monday following the Easter Holiday.

All participants must wear official academic regalia approved by Terra State Community College, which includes Gowns and Caps (mortarboard) for degree earners or Gowns without Caps (mortarboard) for certificate earners.

Regalia (stoles, honor cords, etc) from sources outside of Terra State Community College are not authorized wear at Commencement. Academic regalia and distinctions are specific to the institution and represent the academic achievements and traditions of that institution.

Procedures

1. The student submits a graduation application through the student portal.
2. The Student Records Office generates a degree evaluation and notifies the student of the results through Terra State email.
3. Students can identify their current status in the degree auditing software.
   a. Students identified as "met pending successful completion" status are included in the commencement program.
   b. Students identified as "requirements not met" status are not included in the commencement program.
      i. If a student believes their identification is in error:
         1. The student must contact an advisor to identify the error.
         2. If the error is confirmed, the advisor will work with Student Records to get the student's status changed to "met pending successful completion."
      ii. If the requirements will not be met by the end of the applied graduation term:
         1. The student should request the application be removed.
         2. Requests must be in writing. Terra State email is preferred. This can be done by simply replying to the original notification email.
         3. Once removed, the system will allow the student to apply in the correct term.

Please email recordsdept@terra.edu with any further questions.

Resources

Documentation

Degree Works is the current degree auditing system. A link can be found on the Student Profile page in Banner Self-Service.

Definitions

Term	Definition
Academic Year	An academic year consists of Summer, Fall, and Spring semesters. Terra State's academic year begins with summer semester.
Commencement	Ceremony that celebrates the completion of a degree or certificate. Attendance in commencement does not constitute graduation.
Graduation	The completion of all degree requirements. Recorded on the official transcript.

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
3/24/2004	Policy Creation	New	CASA
5/19/2014	Policy	Revised	CASA
4/18/2019	Policy	Revised	CASA
11/14/2022	Policy	Revised – Extended application date for following summer term to be included in commencement	
11/17/2022	Entire Document	Approved with Edits by CASA	CASA
4/25/2025	Policy	Revised policy details – approved by CASA with edits	CASA Co-Chair, Doug Mead, VPAA

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 5/15/2023

Next Review Date: 11/17/2027