



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of the Provost
and Senior Vice President for Academic
Affairs**

Policy No: AP-AA-36.4
TITLE: Commencement
EFFECTIVE DATE: February 17, 2017*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Fall 2026

PURPOSE

The purpose of this policy is to define commencement and outline eligibility requirements.

AUTHORITY

Part Two, Chapter III, Section IV of the bylaws and rules of the University of Louisiana System.

DEFINITIONS

Commencement - the campus-wide ceremony recognizing academic achievement. Participation in commencement does not constitute the conferral of a degree (graduation) or guarantee thereof.

Graduation - the official act of conferring a degree to students who have successfully completed, to the satisfaction of the college or school, the academic requirements necessary to the conferral of a degree by the University.

GENERAL POLICY

Commencement ceremonies are held in May and December of each year. Participation in commencement is permissible under the following criteria:

- (a) All students must file an application for degree in that term and pay the graduation fee by the posted deadline.
- (b) Doctoral candidates must have met all course requirements and at least a scheduled defense date and draft of their dissertation, by the established Graduate School deadlines.
- (c) Master's students should be within their last 6 hours, for completion of degree, as of the last date to apply.

- (d) Undergraduate students should be within their last 15 hours, for completion of degree, as of the last date to apply.
- (e) Students who will complete their respective degree requirements during the summer term, and meet the criteria above, may petition the university to participate early in commencement by completing the commencement participation form, graduation application form and payment of the graduation fee by the posted spring deadlines.
- (f) Appeals to the above portion of this policy can be submitted to the Academic Dean or Graduate School.
- (g) Students may apply for graduation and participate in the ceremony as many times as they want, provided they meet the requirements stated above and pay the graduation fees.
- (h) Student diplomas will be mailed to the mailing address on file in WebStar.



Jeannine O'Rourke
Interim President
University of New Orleans

**Policy Updates:*

Revisions: 07/24/2023

08/23/2021

09/17/2018