



**UWG PROCEDURE NUMBER: 2.9.2, Convocation and Commencement Services**

**Authority: UWG POLICY 2.9 (Service and Professional Responsibilities)**

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.9, establishes the following procedures for compliance with UWG Policy 2.9 on Service and Professional Responsibilities.

The purpose of this procedure is to clearly communicate to UWG faculty the convocation and commencement procedures for faculty.

**A. Definitions**

- 1. **Commencement**- a ceremony during which degrees or diplomas are given to students who have graduated from a school or college.
- 2. **Convocation**- a meeting of the faculty of a college or university to observe a particular ceremony such as commencement.

**B. Convocation and Commencement Services Procedure**

Attendance at convocation and commencement is important to the institution and faculty are expected to attend. Once committed to attend, faculty who need to be excused from convocation and commencement services should get approval from their dean.

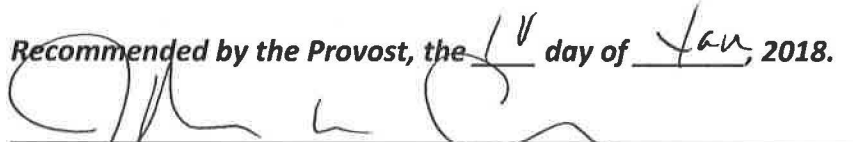
Members of the full-time faculty are expected to attend formal academic exercises of the University. Academic regalia is required for formal participation in convocations, graduation, and at other occasions when prescribed. Each faculty member is expected to furnish his or her own regalia.

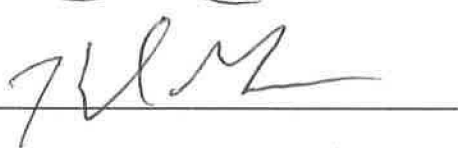
Marshals are appointed by the dean of each college or school for each academic year. Once appointed, marshals negotiate among themselves to determine which among them will lead the convocation for these events (commencement ceremonies and honors convocations) for the year.

**C. Guidelines**

In consultation with the Provost office, each college or school is authorized to create their own guidelines regarding who participates in convocation and commencement services.

*Recommended by the Provost, the 10<sup>th</sup> day of Jan, 2018.*

  
\_\_\_\_\_  
Signature, Provost

Reviewed by President:   
\_\_\_\_\_  
Previous version dated: N/A

**Rules committee approval 12/1/2016**