

Functions

The Commencement Committee is appointed by and reports to the President.

The Commencement Committee recommends procedures relating to Cal Poly's commencement activities and accomplishes various functions for commencement, including: field arrangements, line-up of candidates, faculty, processional, program preparation, preparation of required lists of candidates for faculty and program printing. The committee coordinates other functions related to commencement including candidate and college marshal instruction, preparation and printing of the final plan, and handling of special guests.

Final graduation checks, application for graduation, diploma orders, and mailings are handled by the Records Office and University Bookstore in coordination with the University Commencement Committee.

The Commencement Committee also serves as advisory to the President on the recommendations for commencement speakers.

The Commencement Committee will review and submit names, with pertinent information on each endorsed speaker, to the President by no later than June 15 for Fall Commencement and no later than November 15 for Spring Commencement. The President's choice is not bound by the recommendations of the Commencement Committee. The recommendations are provided so the wishes of the campus community can be incorporated in the selection of a speaker; however, the President may have information not known to the Commencement Committee which may be a factor used by the President in the final selection process.

In considering endorsement of commencement speaker nominees, the Committee should review the relationship of the speaker's background and qualifications to the instructional program and the objectives of the University and/or its graduates. Also, the prominence, availability, speaking ability, and honorarium or expense should be considerations.

Membership

The Commencement Coordinator, appointed by the President, is Chair of the committee.

Two student representative, nominated by the ASI president

One faculty member from each instructional college, nominated by the college deans after consultation with the respective Academic Senate College caucus.

One staff representative nominated by the Vice President for Student Affairs

The term of office shall be two years, except for the student representatives, who shall serve one year terms

Meetings

To be established by the committee. Recommended as once each month September to March and weekly during April, May, and June.