



BOISE STATE UNIVERSITY

University Policy 4130

Commencement Ceremony

Effective Date

July 1978

Last Revision Date

January 05, 2024

Responsible Party

Office of the President, (208) 426-1491

Provost and Vice President for Academic Affairs, (208) 426-1202

Scope and Audience

This policy applies to all commencement ceremonies.

1. Policy Purpose

To provide an annual procedure for officially conferring degrees and awarding certificates.

2. Policy Statement

Boise State University conducts commencement ceremonies each year at the end of the spring and fall semesters. Students who have completed all requirements for graduation since the previous ceremony will be invited to participate in the next scheduled ceremony, and their names will be acknowledged on the [Commencement website](#).

3. Ceremony

The general arrangements for the ceremony include the following:

3.1 Administrative Participation

The University President will act as master of ceremonies, confer all degrees, make appropriate awards, and choose those administrators and visiting dignitaries deemed appropriate to join the stage party and participate in the ceremony.

3.2 Faculty Participation

While all faculty are encouraged to attend, for appropriate representation of the faculty, a minimum of 33% of each department should be present at each graduation ceremony. The Faculty Senate President, or designee, will act as the faculty marshal to lead the procession and carry the mace.

3.3 Student Participation

- a. University Special Events will provide information and directions to the graduates relating to robes, announcements, and assembly.
- b. Students may not participate in a commencement ceremony prior to completing all graduation and degree requirements.

4. Planning Responsibilities

The Commencement Committee is responsible for the planning and coordination of all commencement activities and is composed of the following:

- The Director and Manager of University Special Events and Protocol
- Representatives from each academic college
- All other areas with some responsibility for commencement

5. Additional Information

Commencement Website

<https://www.boisestate.edu/commencement/>

Revision History

July 1995; April 2001; September 2013; January 05, 2024