

**BROOKDALE COMMUNITY COLLEGE  
COLLEGE REGULATION**

**6.1701R****I. Title of Regulation**

Commencement

**II. Objective of Regulation**

Commencement exercises for Brookdale Community College are held once a year. The date will be determined by the Commencement Committee no later than October 15, preceding the Spring Term.

**III. Authority**

Bylaws of the Board of Trustees, Section 1.3034(l)

**IV. Regulation Statement**

In order to provide for an effective Commencement Program, the following areas of responsibility are designated.

- A. The Director, Student Life and Activities will chair a Commencement Committee, whose task it will be to coordinate the events leading up to the program including recommendations on the site, budget, program, and commencement fees. The College Director of Marketing and Communications, the College Store Manager, the Director of Enrollment Management and his/her designee, a representative from Student Development, the Director of Facilities, Buildings and Grounds, or his/her designee, and three students recommended by the President of the Student Life Board will serve on the Committee. Other members of the Committee will be designated by the Chair.
- B. On the basis of the Committee's recommendations, the Director, Student Life and Activities will be responsible for recommending to the President by October 31<sup>st</sup>, the Commencement site, the actual date, program, budget, and the Commencement fees for the annual Commencement exercises.
- C. Each Division will be responsible for determining eligibility for Graduation and for forwarding this information to the Admissions, Records and Registration office, which will maintain records for potential graduates.
- D. The College Store will order, dispense, and collect all academic robes, as well as order Commencement announcements on request from the students, and collect and record any fees.
- E. The Directors of Student Life and Activities and Marketing and Communications will be responsible for all publicity relating to Commencement.

- F. Academic attire will be provided for all full-time faculty, administration, and Trustees at the College expense.
- G. All students who are determined eligible for Graduation will be encouraged but not required, to attend the commencement exercises. The Commencement fee will only be charged for those students who participate in the Commencement program.

V. **Responsibility for Implementation**

Vice President for Educational Services

Approved: President  
12/15/70  
Revised: 9/1/75  
12/97