



The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name:	Commencement Walk-Through
Effective Date:	January 1, 2019
Document Status:	Approved

Purpose

This policy describes the requirements for “walking” in commencement exercises before completion of degree requirements.

Policy Details

Students who are close to finishing their ET/D or project may be granted permission to ‘walk’ in commencement ceremonies.

For May commencement, students must meet the following criteria:

1. The student must have scheduled a public oral defense to occur not later than April 15 and have notified the College of their oral defense by April 1;
2. The student must have successfully orally defended their dissertation, thesis, or project before their faculty committee;
3. The student must have submitted a complete and committee-approved copy of their ET/D or project (i.e., no further changes) to the College not later than five (5) days before commencement;
4. The student must have written approval from the Assistant Dean for Academic Affairs for ET/Ds, or the Assistant Dean for Graduate Programs and Services for projects, stating that the ET/D or project sufficiently adheres to all format guidelines or program requirements such that any required changes can be completed by the end of the Spring term.

For December commencement, they must meet the following criteria:

1. The student must have scheduled a public oral defense to occur not later than November 1 and have notified the College of their oral defense by October 15;
2. The student must have successfully orally defended their dissertation, thesis, or project before their faculty committee;
3. The student must have submitted a complete and committee-approved copy of their ET/D or project (i.e., no further changes) to the College not later than November 1;



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4. The student must have written approval from the Assistant Dean for Academic Affairs for ET/Ds, or the Assistant Dean for Graduate Programs and Services for projects, stating that the ET/D or project sufficiently adheres to all format guidelines or program requirements such that any required changes can be completed by the end of the Fall term.

A student who has met the requirements for walking in the commencement ceremony, and who is granted the privilege of walking in the commencement ceremony without fully completing the degree requirements, will not be granted degree conferral until all of the degree requirements are met. The degree conferral date will be no earlier than the date that all of the degree requirements are met.

Failure to complete all of the degree requirements by the end of the term in which the student participates in the commencement ceremony will require that the student register as a full-time student in the next term, at the student's expense, requiring payment of full tuition and fees.

No exceptions to this policy will be granted without the written authorization of the Chancellor.

Policy Scope

Applies to all students

Related Policies

Attendance at Graduation
Degree Completion
Electronic Theses and Dissertations
Oral Defense

Definitions

Commencement. The scheduled, formal academic ceremony at which degrees are conferred.



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Format guidelines. The published ET/D formatting requirements for theses and dissertations.

Program requirements. The specific requirements of the students' degree program, especially relating to the written project option.

Procedures

1. Schedule the oral defense in advance of the specified deadline for a given term.
2. Notify the CGHS Office of the date, time, title, and location of the oral defense by the specified deadline for a given term.
3. Submit a complete and committee-approved written document to the College by the specified deadline for a given term. For documents that must meet the formatting standards for ET/Ds, it is strongly suggested that formatting advice be obtained well in advance of the submission of the final document.
4. Request written approval to walk in the commencement ceremony.

Document History

Approved by Graduate Studies Council September 25, 2018.