

### **Policy on Student Participation in Commencement Before Completion of Requirements**

Students who wish to participate in Commencement ceremonies in May and have not completed course requirements and are in “good standing” may participate only if the faculty of record for requirement(s) in question in consultation with the Specialty Director, Associate Dean for Student Affairs, and Executive Deputy Dean attest that the student is expected to finish all requirements no later than December 31<sup>st</sup> of that same year. The student’s Specialty/Program Director will create an academic plan with the student for completion of remaining work to meet the December 31 deadline. For any spring term courses with incomplete work that the student is enrolled in, the faculty of record will submit a grade of “incomplete” to the registrar.

Any time that a student is allowed to participate in the May commencement before completion of requirements, an asterisk will be printed following their name in the program that states they are expected to complete requirements by December of that year. The faculty of record should submit a grade of “incomplete” to the registrar for any courses with incomplete work that the student is enrolled in. These students will not be presented to the Yale Corporation for conferral and will not receive a diploma until all their work is finalized and graded.

Approved by Executive Committee 3-27-2019

Approved by BPO May 22, 2019