

THE UNIVERSITY OF TEXAS AT DALLAS
NUMBERED POLICY MEMORANDA

POLICY MEMORANDUM 83-I.2-44

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COMMENCEMENT COMMITTEE

The Commencement Committee is a University-wide Standing Committee appointed by the President not reporting to the Academic Senate, The University of Texas at Dallas.

The Committee is responsible for the direction and conduct of the University's commencement activities and graduation ceremonies and for recommending to the President modifications to the procedures and practices followed for these activities.

The Committee shall be composed of at least two members of the faculty and two student representatives, including the President of the Student Government. Ex officio, non-voting, members shall be those who hold the following positions: Speaker of the Faculty, Dean of Graduate Studies, Dean of Undergraduate Education, Chief of Police, Assistant Vice President for Facilities Management, University Registrar and Director of Academic Records, Assistant Vice President for Student Affairs and Dean of Students, Director of University Events, Bookstore Manager, Coordinator of Student Health Services, a representative from Media Services and a representative of the Alumni Association. The Special Events Coordinator also serves as a non-voting ex officio member and provides staff support to the Committee as well as overall coordination for commencement activities. The Executive Vice President and Provost, or designee, serves as the Responsible University Official.

The term of office for committee members shall be three years, effective September 1 to August 31, and members may be reappointed by the President for additional terms. If for any reason a Committee member resigns, the President shall appoint another individual to serve the remainder of the unexpired term.

The Chair and Vice Chair of the Committee shall be appointed by the President annually.