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REQUIREMENTS FOR GRADUATION

CANDIDATES MUST HAVE:

- Met all requirements for the major as posted in catalog of entry.

- Passed proficiency examinations, including writing proficiency and departmental comprehensives.

- Achieved a career grade point average of 2.0 on all work taken, and achieved a grade of “C” or better in all major courses attempted.

- Completed the last 30 semester hours of coursework at Dillard.

- Completed 30 clock hours of service learning.

- Completed 90 clock hours of community service.

- Completed degree audit application for graduation on file in the Office of Records and Registration.

- Completed senior assessments (i.e., ETS Major Field Test and National Survey of Student Engagement (NSSE).

- Paid all financial indebtedness, including graduation fees, fines, and disciplinary sanctions. Any student with financial indebtedness to the University by graduation day will not receive a degree until the financial record is cleared and will not be permitted to march.
CRITICAL DEADLINES AND DATES

- Application for Graduation Due: March 10, 2017
- Senior Audits Due: August 19, 2016
- Last Day to Drop Classes without Receiving “W” on Transcript (see 2017-18 Academic Calendar): September 8, 2017
- Last Day for Students to Submit Course Work to Faculty to Remove "I" Grade (see 2017-18 Academic Calendar): October 4, 2017
- Spring 2018 Academic Advising: October 16, 2017
- Last Day to Withdraw from Courses with Grade of ‘W’ or to Officially Withdraw from the University (see 2017-18 Academic Calendar): November 3, 2017
- Spring 2018 Registration Begins: November 6, 2017
- NSSE Administered to Seniors: March 12-15, 2018
- CLA+ Major Field Test Administered to Seniors: March 12-15, 2018
- Assessment Day (Last opportunity to complete ETS Major Field Test, NSSE, other senior assessments): April 17, 2018
- Last Day of Classes for Graduating Seniors: April 23, 2018
- Graduating Senior Examinations: April 24-28, 2018
- Graduating Senior Community Service Hours Due: April 30, 2018
- Graduating Senior Final Grades Due to Registrar: April 30, 2018
- Senior Week Activities: TBD
- Faculty Approval of Graduates: May 8, 2018
- Graduation Candidates Notified: May 8, 2018

Applications for Graduation were due in the Office of Records and Registration on March 10, 2017. If you missed the deadline to apply for graduation please complete the application for graduation and return it to the Office of Records and Registration at registrar@dillard.edu.
# MANDATORY PARTICIPATION: (Required for Graduation)

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Graduation Regalia, Vendors Fair, Senior Portraits</td>
<td>September 18, 2017</td>
<td>Campus Bookstore</td>
</tr>
<tr>
<td>Founders’ Day</td>
<td>October 22, 2018</td>
<td>Lawless Memorial Chapel</td>
</tr>
<tr>
<td>Loan Counseling</td>
<td>December 11, 2017 and May 7, 2018</td>
<td>TBA</td>
</tr>
<tr>
<td>Exit Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Graduation Regalia, Vendors Fair, Senior Portraits</td>
<td>February 19-21, 2018</td>
<td>Campus Bookstore</td>
</tr>
<tr>
<td>Graduation Clear ance Process &amp; Graduation Regalia Distribution</td>
<td>May 7-11, 2018</td>
<td>Office of Records and Registration</td>
</tr>
<tr>
<td>Baccalaureate/ Commencement Rehearsal</td>
<td>May 10, 2018</td>
<td>Lawless Memorial Chapel</td>
</tr>
<tr>
<td>Baccalaureate Service</td>
<td>May 11, 2018</td>
<td>The Rosa Freeman Keller Avenue of the Oaks</td>
</tr>
<tr>
<td>Commencement Exercise</td>
<td>May 12, 2018</td>
<td>The Rosa Freeman Keller Avenue of the Oaks</td>
</tr>
</tbody>
</table>
ATTIRE

The guide is intended to provide instructions and information for the May 2018 Commencement

*Attire: Founders’ Day, Baccalaureate Service and Commencement Exercise

Female Graduates

All females are to wear the following:
1. Black light weight dresses.
2. Black closed toe shoes.
Note: If you wear heels, you will walk down the Avenue of the Oaks at your own risk.
3. No dangling earrings.

Male Graduates

All males are to wear the following:
1. Black dress slacks (jackets are not required).
2. White shirt or white collared shirt.
3. Necktie or bow tie of choice.
4. Black socks and shoes.

In an effort to maintain uniformity of dress in the academic regalia worn by graduating seniors, we ask that students do not purchase stoles that have not been authorized by Dillard University to wear during graduation procession and recession. Each year vendors advertise and market stoles to students with the University’s name and logo improperly used and without permission. This is a violation of Dillard’s brand guidelines as well as an infringement of the rights and privileges associated with the University’s logo. Please adhere to this rule as you will not be allowed to wear unauthorized stoles. What is permissible wear is the following: honors and honor society cords, student organization stoles, fraternity/sorority stoles, and stoles for Mr. and Miss Dillard. Do note that organization and fraternity/sorority must be in good standing with the university, i.e., it must not be an active and recognized organization and can not be on suspension. If a vendor wishes to prepare stoles that display the Dillard brand (shield and name), they must have a prior review and written approval/permission for sale to students.

* ALL ROBES MUST BE WRINKLE-FREE.
Policies and Procedures

The guide is intended to provide instructions and information for the May 2018 Commencement

Application for Graduation

A student expecting to receive a degree in May must register as a candidate for graduation in the Office of the Registrar by the deadline specified on page 2.

Certification For Degree Audits

It is the student’s responsibility to meet with the assigned faculty advisor immediately upon arriving on campus in the fall semester and to observe deadlines indicated in the most current version of the Academic Calendar, which is online. The audit of courses in the major is also in the University Catalog.

The degree audit is a valuable tool because it matches the courses that the student has taken with the requirements of his/her degree program. The degree audit is not the student's official University academic record. However, the transcript is the official record of completed work and is kept in the office of Records and Registration. An unofficial transcript must be kept in the student’s folder with the degree audit, copies of student schedules, and all correspondence concerning the student. The degree audit should match the transcript. Both the Registrar and the student’s advisor maintain student audits. The Registrar sends the Chair of the School an audit of the student’s transcript when the student submits an application for graduation to the Office of Records and Registration. The School Chair compares the Registrar’s audit of the student's transcript to the audit of the courses in the student’s major conducted by the student and his/her advisor. This audit must follow the student in the student's folder which follows the student from the First Year Experience to his/her Major Academic program.

Step 1:

The process begins with the student and the assigned faculty advisor in the first weeks of the fall semester. When reviewing the certification for degree audit the student should consult with his/her advisor for several reasons. If the certification for degree audit identifies unfulfilled requirements, there are often several alternatives for satisfying these requirements. The student and faculty advisor should discuss which courses to schedule based on the student's abilities, interests, and plans. Advising is also needed in determining the best combinations of courses to schedule each semester in order to meet requirements. In addition, advising is necessary because changes to the student's audit may be appropriate. (For example, when a course transfers from another institution and does not have an equivalent Dillard University course, it is listed on the audit as an elective. When reviewed, it may be found to meet a degree requirement.)
Step 2:
After the student and assigned faculty advisor agree on the certification of degree audit, they both sign the audit and the advisor sends the form to the school chair for review.

Step 3:
After the school chair reviews the audits, he/she sends the degree audits to the College Dean.

Step 4:
The College Dean reviews, signs and sends the degree audits to the Office of Records and Registration for final review and approval.

Step 5:
The Office of Records and Registration will conduct the final certification of degree audit and send a list of graduating seniors and seniors who are found ineligible to graduate to the Chairs and the College Deans. Students who are found ineligible to graduate will be notified by email through their Dillard email address and instructed to re-file for a subsequent semester. A copy of this letter will be sent to Chairs. Students who do not receive a confirmation of graduation/status update by the posted date should email the Registrar at registrar@dillard.edu.

Degrees
The Office of Records and Registration distributes degrees. Degrees are not available until after they are conferred
If you do not receive your degree on the day of graduation, you must contact the Office of Records and Registration to arrange receipt of your degree and complimentary transcript. All financial obligations (holds on your record) must be cleared before the Office of Records and Registration can release your transcript and degree.

Commencement
Commencement ceremonies are held only in May. All May graduates are expected to attend commencement unless the Office of the Vice President for Academic Affairs has approved the awarding of the degree in absentia.
BACCALAUREATE SERVICE  
DATE:  
FRIDAY, MAY 11, 2018  
PLACE:  
THE ROSA FREEMAN KELLER AVENUE OF THE OAKS  
TIME:  
6:00 P.M.  
THE ACADEMIC PROCESSION BEGINS PROMPTLY AT 5:45 P.M. FROM LAWLESS MEMORIAL CHAPEL  
ATTIRE:  
ACADEMIC REGALIA (CAP AND GOWN)  

COMMENCEMENT EXERCISE  
DATE:  
SATURDAY, MAY 12, 2018  
PLACE:  
THE ROSA FREEMAN KELLER AVENUE OF THE OAKS  
TIME:  
8:00 A.M.  
THE ACADEMIC PROCESSION BEGINS PROMPTLY AT 7:45 P.M., FROM LAWLESS MEMORIAL CHAPEL  
ATTIRE:  
ACADEMIC REGALIA (CAP AND GOWN)  


GRADUATION FEE

Every certified graduating senior is required to pay a non-refundable graduation fee. There is no refund if caps and gowns are not used.
The graduation fee for the May 2018 Commencement Exercise is $450.00 per student. The graduation fee must be paid prior to picking up announcements and regalia. Below is an itemization of the fees per student:

<table>
<thead>
<tr>
<th>SENIOR WEEK ACTIVITIES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip, cookout, etc.</td>
<td>$95</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMENCEMENT ACCESSORIES</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>25.00</td>
</tr>
<tr>
<td>Invitations (25 personalized sets)</td>
<td>40.00</td>
</tr>
<tr>
<td>Cap and Gown</td>
<td>45.00</td>
</tr>
<tr>
<td>DVD</td>
<td>30.00</td>
</tr>
<tr>
<td>Site Preparation</td>
<td>105.00</td>
</tr>
<tr>
<td>Speaker</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Total $355.00

GRAND TOTAL: $450.00
HOTEL ACCOMMODATIONS

Also, Dillard University’s Purchasing Department has developed a revenue based, local hotel self-booking program, one that utilizes a core group of participating lodgings, including representatives of all rate and star categories. There are no fees to use the program and it is open to anyone visiting Dillard University (parents/alums/guest/speakers, etc.) or the New Orleans area. It is designed to provide a simple, one click connection to quality hotels offering special Dillard University discounted rates.

To see how it works and view the discounted rates for participating hotels, click on “Visitors Hotels” under Quick Links and also “Visit Dillard” under the Admissions tab at Dillard’s homepage. Each hotel page displays the rates they offer University visitors and allows guests to make their reservation directly on this link. It also captures information regarding what type of traveler they are (i.e., alumni, athletic fan, parent/family, prospective student, etc.) and if they are attending an associated event (i.e., a family weekend, graduation, athletic event, orientation, move-in, etc.)

LOAN COUNSELING EXIT INTERVIEW

Students who have received student loans must attend an exit interview in order to receive their degrees. You must report to a financial aid counselor within 15 days of December 11, 2017 or May 7, 2018.

INVITATIONS & ANNOUNCEMENTS

Each graduate will receive 25 personalized announcements. The announcements will be available in March.

CLASS RINGS

Dillard University class rings may be ordered during the Graduation Regalia and Vendors Fair.
The appropriate cap for all degrees is the familiar black “mortarboard.” The tassel should hang to the left of the face. The mortarboard is worn straight on the head with the point of the cap in the center of the forehead.

We recognize that this will be a joyous occasion for you; however, the University requests that you use discretion regarding your conduct at Baccalaureate and Commencement. Furthermore, adornments not sanctioned by the University added to the caps and gowns (i.e., decoration of the mortarboard of the cap) are not allowed. If your attire is deemed inappropriate, you will not be allowed to participate in the ceremonies. The University wishes to maintain the dignity these occasions deserve.

Inform your guests to be seated by 5:45 p.m., for the Baccalaureate Service and 7:45 a.m. for the Commencement Exercises. You are free to invite as many of your family and friends as you like. No admit card is required for attendance. The Baccalaureate Service should be completed by 7:30 p.m., and the Commencement Exercise should be completed by 10:30 a.m.

Free parking will be available on and around the campus for the Baccalaureate Service and Commencement Exercise. The Dillard University Police Officers will direct you to parking upon arriving on the campus.

A commercial photographer will photograph each graduate as his/her degree is presented. The photographer will contact each graduate by mail.

A professional videographer will record the Baccalaureate Service and Commencement Exercise. As a part of the graduation fee, each graduate will receive a DVD. DVDs will be mailed to the address on file 6-8 weeks after Commencement.

Parents or guests will not be allowed to block the aisles or approach the stage to take pictures of graduates coming on or off the stage. You and your guests will have ample opportunity to take pictures after the Baccalaureate Service and Commencement Exercise.
INSTRUCTIONS FOR CHECKING IN WHEN YOU ARRIVE

Graduates will be asked to report to Lawless Assembly Hall by 4:45 p.m., on Friday, May 12, 2017, for final instructions for the Baccalaureate Service, and by 6:45 a.m., on Saturday, May 13, 2017, for final instructions for the Commencement Exercise.

As you come in the door to line up for graduation, you will be checked off the list for your School and given a certified numbered card designating your place in line.

When you arrive for check-in, you will also be notified if you are eligible to graduate with honors. This is determined according to the guidelines in the catalog under the heading “Graduation with Honors.”

GRADUATION PROCESSION INSTRUCTIONS

When you line up after checking in, a Dillard University Marshal will give you instructions on marching in, when to stand or sit, and when to go to the stage area.

PLEASE HAVE YOUR WHITE CARD IN HAND TO TAKE WITH YOU WHEN YOU GO TO THE STAGE. When you approach the stage, your WHITE 3x5 CARD will be handed to the person announcing the names of the graduates.

After the benediction, graduates are required to hold their positions in the assigned seating areas until given directions by the Marshal.

Graduates will be directed by the Marshal to clear the ceremony area before dispersing to greet their family and friends.

Following the recessional, graduates should report to Rosenwald Hall to obtain their degree.

INSTRUCTIONS FOR RECEIVING THE DEGREE BY MAIL

Parents or guests will not be allowed to block the aisles or approach the stage to take pictures of graduates coming on or off the stage. You and your guests will have ample opportunity to take pictures after the Baccalaureate Service and Commencement Exercise.

Mailing Arrangements

Must contact the Office of Records and Registration for mailing instructions at 504.816.4705 or email registrar@dillard.edu.
Graduation Ceremony Marching and Degree Conferring Policy

<table>
<thead>
<tr>
<th>POLICY #</th>
<th>ORIGINATION DATE</th>
<th>RESPONSIBLE OFFICE</th>
<th>STATUS</th>
<th>APPROVAL DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>October 2014</td>
<td>Academic Affairs</td>
<td>AY 2015-2016</td>
<td>November 2014</td>
</tr>
</tbody>
</table>

The purpose of the policy is to decrease stress among students about the opportunity to march across the stage with classmates and in front of family and friends.

POLICY STATEMENT
The focus of the policies builds upon the other. The core provisions of the policy are:

REVISED COMMENCEMENT POLICY
EFFECTIVE ACADEMIC YEAR 2015-2016

The commencement policy has been revised to the following:

In order to participate in the spring commencement exercise, a student must be enrolled in ALL remaining required courses by the last day of the add/drop period during that semester. In addition, a student who is enrolled in all required classes in the spring commencement semester but fails only one required course during that last semester will be allowed to participate in the commencement exercise. Withdrawal from any required courses will prevent the student from participating in the commencement exercise.

This change in the marching policy does not affect the degree conferral policy. Degrees will continue to be conferred in May, August and December.

Degree Conferral Policy:
Dillard will confer degrees three times per year by the following dates (based upon the academic calendar in a given year):

a. May 30th After Commencement
   i. Degree Conferral Date for Spring 20__ Graduates

b. August (Final Grade Submission Date)
   i. Degree Conferral Date for Summer 20__ Graduates

c. December (Final Grade Submission Date)
   i. Degree Conferral Date for Fall 20__ Graduates
REASON FOR POLICY/PURPOSE

Graduates will be asked to report to Lawless Assembly Hall by 4:45 p.m., on Friday, May 12, 2017, for final instructions for the Baccalaureate Service, and by 6:45 a.m., on Saturday, May 13, 2017, for final instructions for the Commencement Exercise.

As you come in the door to line up for graduation, you will be checked off the list for your School and given a certified numbered card designating your place in line.

When you arrive for check-in, you will also be notified if you are eligible to graduate with honors. This is determined according to the guidelines in the catalog under the heading “Graduation with Honors.”

Who Needs to Know This Policy

The following constituents need to know and are concerned about this policy:

• Students
• Faculty
• Staff
• Families
• Alumni
• Other Stakeholders

Definitions

Definitions of the terms used in this policy.

Marching

The ability to march across the stage in cap and gown with classmates.
The student cannot have more than 6 credit hours to successfully complete.

Degree Conferral

The awarding of the degree by the President which signifies the completion of all degree requirements at a minimum of 120 semester credit hours in the major.

Institutional Obligations

The awarding of the degree to students who have successfully completed or paid all tuition, fees, room and board, fines, and/or other institutional obligations.
## Responsibilities

The following have responsibilities in regard to executing the procedures.

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Approval of all eligible students who successfully complete all degree</td>
</tr>
<tr>
<td></td>
<td>requirements. Identifies students with six or less semester hours who can</td>
</tr>
<tr>
<td></td>
<td>March across the stage.</td>
</tr>
<tr>
<td>Deans</td>
<td>Presents all students, including students with less than six hours.</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>Recommends approval of all graduates to the Faculty</td>
</tr>
<tr>
<td>President</td>
<td>Approves of all graduates who successfully complete all degree requirements.</td>
</tr>
<tr>
<td></td>
<td>Approves of graduates with less than six hours with the contingency clause</td>
</tr>
<tr>
<td></td>
<td>in the program: “Contingent upon the completion of all degree requirements”</td>
</tr>
<tr>
<td>President</td>
<td>Confers all degrees based on the approval of the Faculty and the Board of</td>
</tr>
<tr>
<td></td>
<td>Trustees</td>
</tr>
<tr>
<td>Board of</td>
<td>Approves of all graduates as recommended by the President</td>
</tr>
<tr>
<td>Trustees</td>
<td>Registrar</td>
</tr>
</tbody>
</table>
Policy/Procedures

In addition to the responsibilities above, the following play a role in the execution of the procedures of the policy:

1. Academic advisors record the number of hours short on the Senior Audit

2. Registrar verifies the shortfall on the Senior Audit

3. Faculty vote in May for all eligible students (Spring, Summer, and Fall completers) with the shortfall with a contingency clause listed in the Program as: “Contingent upon the completion of all degree requirements”

   Note: President’s conferral statement during the ceremony- “I accept the faculty’s recommendation, and the approval of the Board of Trustees, to confer upon these women and men the degree of Bachelor of ——— with all the rights, privileges, and responsibilities appertaining thereunto.”

4. Registrar tracks the students with less than six credit hours and records the results on the official transcript

5. Provost monitors the implementation of the policy

6. The student will be conferred the degree upon successful completion of all degree requirements and institutional obligations by December 31st. If the student does not meet this deadline, he/she will be held to the requirements of the new university catalog in force at that time.

Website Address(es) for this Policy

WWW.DILLARD.EDU

Contact(s)

FOR QUESTIONS ABOUT THIS POLICY CONTACT:
OFFICE OF RECORDS AND REGISTRATION OFFICE OF ACADEMIC AFFAIRS

Who Approved this Policy

POLICY APPROVED/SUPPORTED BY:
SENIOR CABINET GENERAL ASSEMBLY (THE FACULTY)
History/Revision Dates
Origination Date: September 2014

Approval Date:
Date when policy was approved by the Senior Cabinet: October 2014
Date when policy was approved by the Board of Trustees: November 2014

Next Review Date:
Policies will come under review every three (3) years unless changes in federal & state laws or regulations or other external requirements require more immediate policy and procedure changes.

FREQUENTLY ASKED QUESTIONS

How should my cap be worn?
The cap should be worn so that the mortarboard is level. It should not be tilted to the back or side of the head. The crown should be approximately one inch above the eyebrow.

How should my cap be worn?
The front of the cap is indicated on the inside of the crown.

Should the cap be removed anytime during the graduation ceremony?
The front of the cap is indicated on the inside of the crown.

How should my cap be worn?
The gown should be removed immediately from the package and placed on a hanger.

The gown seemed wrinkled when I took it out of the package, should I send it to the cleaners?
The gown should not be washed or dry-cleaned. It may be pressed with a cool iron or steamed.

What should I wear underneath the gown?
You should wear lightweight, comfortable clothing.

How do I wear the tassel?
Tassels are worn over the left temple. All graduates should wear the tassel on the same side for uniformity. The tassel may be switched to the right side after the diploma has been received.