

Graduate New/Change Policy Proposal

Form Procedure

To share the form with others prior to Submitting choose the **Save Progress** option at the bottom.

Create a PDF of the saved form go to Print and choose **Save as PDF** copy rather than print.

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Department/Committee Information

The main contact person for the Graduate Curriculum Committee should fill out this form.

Requestor Name:

* Barbara Cormier

Members of the Graduate Curriculum Committee or Department requesting this change:

Barbara Cormier

This group is part of: ☐ An Academic Department
☒ An Administrative Department

Administrative Department

Department: * Registrar



Are you the Head of the Department Above? * ☒ Yes, I am the Head of the Department Above.
☐ I will enter the name and email address of our Department Head.

Program Chair

The Program Chair for this request is among the people listed above.

* ☐ Yes
☐ No
☒ N/A

Policy Information

This proposal is to a Policy that is:

* ☒ New Policy
☐ Policy Change

Describe the New Policy or Policy Change:

* Fitchburg State University hosts its annual commencement ceremony at the conclusion of each spring semester. Graduating students are highly encouraged to take part in the celebration.

Students must have fulfilled all degree requirements or be on track to complete them by the end of the semester in which the commencement ceremony takes place. A degree will be officially awarded only after all graduation requirements have been fully met. Students may participate in only one commencement ceremony. They must notify the Registrar's Office of their intent to participate at least two weeks prior to the ceremony to ensure their name is included in commencement materials and when applicable, to secure ticket availability. Failure to provide notice within this timeframe may result in ineligibility to participate. If a student declares their intention to walk but does not participate—and fails to notify the Registrar's Office prior to the ceremony—they will be ineligible to participate in any future commencement.

Students approved for participation may choose to attend their scheduled ceremony or request to reschedule to a later ceremony, provided it occurs within two years of their graduation date.

Briefly describe new policy or change to existing policy as it will appear in university catalog (if a policy change please provide current and proposed versions):

* Fitchburg State University hosts its annual commencement ceremony at the conclusion of each spring semester. Graduating students are highly encouraged to take part in the celebration.

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ceremony, provided it occurs within two years of their graduation date.

Rationale and expected outcomes for new policy or change to existing policy:

Over the last few years an increasing number of students have requested to move their commencement participation date repeatedly, sometimes years out from when they actually graduated. This makes planning for commencement difficult without a strong sense of the potential numbers and administratively is difficult to manage.

Implementation plan (what semester will new policy/policy change begin; will change be phased in)

This will go into effect immediately for May 2026 commencement.

Attach suggested execution or other supporting files not included in your text above.

Attach any letter (s) of support from professional agencies or others within or outside the university.

Signatures

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Barbara Cormier

Requester Signature

03/03/2025

Date

...3336363330

Becky Copper Gleng

SGOCE Dean Signature

03/21/2025

Date

Graduate Council

The Graduate Council Chair Signature indicates that the Council has discussed this proposal and has decided it should move forward.

Notifications

SGOCE Dean Initials

Date

Graduate Council Chair Signature

Date

Reviewed by the Registrar:

Date

Approval of the President

Date