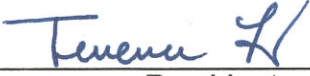


BBCC ADMINISTRATIVE PROCESS

TITLE: Presentation of Diplomas	AP 8070	Implementing Board Policy: 8070
ORIGINATING DEPARTMENT: Office of the President	EFFECTIVE DATE: 11/17/14	SUPERSEDES NO. DATE: New
Previous Revisions:	APPROVED BY:  _____ President	

Big Bend Community College conducts general commencement ceremonies each year. The college president will confer all degrees, make appropriate awards, and choose those administrators and visiting dignitaries he/she deems appropriate to join the stage party and participate in the ceremony.

Employees of BBCC, trustees, and those individuals who have been awarded emeritus status who are family members of a graduating student may present the diploma cover to their graduating family member at commencement. Advanced notification of an eligible family member's request to do so is required to arrange for the proper academic regalia and seating.

Employees, trustees, and emeriti should notify the office of the president no later than May 1 of their desire to present a diploma to their family member(s). The notification may be submitted in writing or via email and should include the following:

- Employee's, trustee's, or emeriti's name,
- Employee's department and job title,
- Graduating student's name and relationship to the person making the request.

The president will review each request and make a final determination within ten (10) days of the request. In years when there are many requests, not all may be approved.