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## ORGANIZATION OF GRADUATING CLASS

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**Effective Date:** September 2009

**Responsibility:** Vice President Academic Admin

**Amends Policy dated:** September 2002

**Policy Number:**

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**Scope: University College Prospective Graduates**

### **Organization of Graduating Class**

#### A. Membership

The *Academic Calendar* defines the classification of students on the basis of their accumulated credits. About one month after the beginning of the academic year, the Registrar will post the official list of prospective graduates. All candidates for graduation must join the graduating class and pay the fees.

#### B. Organization

About one month after the beginning of the academic year the Office of the Vice President for Academic Administration will arrange for the organization of the graduating class and the election of officers. It will personally notify those who are candidates for graduation.

#### C. Officers and Sponsors

It is recommended that the graduating class nominate a president, vice president, treasurer, secretary, pastor, and sergeant-at-arms. The class will select several names for a short list of suggested sponsors. The Vice President for Academic Administration will submit the list of elected officers, none of whom may be on academic probation, to the Campus Life Committee for approval and the list of suggested sponsors to the President of the university college, who will make the appointments.

#### D. Class Fees

The class executive should determine the class fees amount by early January. The office of Academic Administration is responsible to have members' class fees charged to their account.

Eligible students of the LLU and LSU Extended Campus programs, who choose to participate in the convocation exercises at CUC, will be charged class fees equal to one half the amount set by the CUC senior class.

#### E. Finances

Each year the Financial Records Office creates an account for the current graduating class. The class treasurer is responsible for issuing all required receipts and accounting for the disbursement of funds. The treasurer must keep all cash on deposit at the Financial Records Office. Under no circumstances are treasurers to keep cash in their rooms or at home.

The Financial Records Office will credit all fees to the graduating class account by 15 February.

All expenditures of the class shall be authorized by purchase orders signed by a class sponsor and shall be paid through the Financial Records Office. If items are purchases by cash, reimbursement will be made only upon the presentation of receipts attached to an On Campus Invoice and signed by the sponsor.

Care needs to be taken that funds are available for all expenditures.

#### G. General and Committee Meetings

At least one sponsor must be present at each general class meeting or committee meeting.

#### H. Functions

The class may not normally have more than one function per month. All functions must be approved by the Campus Life Committee. Prior to any function, the treasurer must obtain a quote on the anticipated costs and ensure that the class has adequate funds. The treasurer must present this information to the sponsor for final approval of the function.

Requests for functions involving food from the cafeteria must bear the signature/approval of the Director of Food Services. The cafeteria will provide food for off-campus meals if the class submits a request to the Director of Food Services at least two weeks prior to the date of the function.

#### I. Class Gift

Graduating classes traditionally present a gift to the university college in the name of the class, a gesture deeply appreciated by the university college and the Alumni Association. If the class chooses to present such a gift, it must have in hand all the funds for the gift before it makes the purchase. If the university college is to purchase a gift or to expend money on behalf of the class for a gift, all necessary funds must be in the class' account.

#### J. Convocation

##### 1. Graduating Class

The graduating class consists of CUC students who are candidates for graduation, prospective graduates from the Marriage and Family Therapy program of Loma Linda University, and the La Sierra University Master in Education students who have completed all course requirements and choose to participate. All references to the graduating class refer to the class as a whole, including the executive officers in consultation with the class sponsors.

##### 2. Invitations

The university college will provide each candidate for graduation with ten (10) personalized Convocation invitations, along with program inserts, at no charge. The university college uses a standard design for the invitation. Candidates may order additional invitations and program inserts at their own expense. The Office of Academic Administration surveys the class in February for orders of additional invitations.

##### 3. Speakers

Because speakers have to be booked well in advance, the President of the University College selects the speakers for the official Convocation services (Consecration, Baccalaureate, and Commencement).

##### 4. Official Convocation Services

The Office of the Vice President for Academic Administration, in consultation with the graduating class and the Department of Music, will plan the official Convocation services.

##### 5. Other Convocation Services

The graduating class is responsible for planning Sabbath School, Evensong, and part of the Consecration service. The class must complete the detailed program plans for these services and submit them to the Office of the Vice President for Academic Administration at least three weeks before the Convocation to allow ample time for processing and printing. This includes all titles, composers, participants, accompanists, prelude and postlude participants.

Prior to the due date for submitting the program information, all music to be performed at these services must be approved by the Chair of the Music Department.



6. Printed Convocation Program  
The Office of the Vice President for Academic Administration is responsible for the design and production of the printed Convocation program.
7. Reception  
On Saturday night of the Convocation weekend, the university college will provide a reception, in the cafeteria, with light refreshments for graduates, their families, and the faculty.
8. Decorations  
The graduating class is responsible for all Convocation decorations. Generally, decorations include a floral arrangement for the platform and markers for reserved pews.
9. Pictures  
Most graduating classes secure a photographer to take a class picture and individual pictures of graduates receiving their diplomas at Commencement. The class must arrange for such a photographer and must pay the cost for the service.
10. Corsages and Boutonnieres  
The graduating class is to provide corsages or boutonnieres for all ushers (6) during the Convocation.
11. Class Aim and Motto  
The class aim and motto should be determined during fall term. The Office of Academic Administration will then forward this information to the speakers.
12. Grad Practice  
A graduation practice is scheduled in the Calendar of Events for 7:30 p.m. the Thursday evening before Convocation weekend. All graduates are expected to attend.