

ORGANIZATION OF GRADUATING CLASS

Effective Date: September 2009 (Revised 27 October 2016)

Responsibility: Vice President for Academic Administration

Scope: University 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 Chair of the Graduation Committee in coordination with the Vice President for Academic Administration will arrange for the organization of the graduating class and the election of officers. The chair will notify those who are candidates for graduation of the organization meeting details.

C. Officers and Sponsors

During the organizational meeting, the graduating class will nominate a president, vice president, treasurer, secretary, pastor, and sergeant-at-arms. To be eligible for a graduating class office a student must meet the following criteria:

1. have a cumulative GPA of at least 2.50,
2. be on a non-probationary citizenship standing, and
3. be enrolled in a minimum of six credits per term during the final year of study.

The Vice President for Academic Administration will submit the list of elected officers to the Campus Life Committee and Cabinet for approval.

During the organizational meeting, the class will also create a short list of possible faculty sponsors. The Vice President for Academic Administration will submit the list of suggested sponsors to the President of the University, who will appoint the graduating class sponsors.

D. Class Fees

The class executive should determine the class fees amount by early January [Fees were \$110 dues + \$30 photo sitting fee in 2015-16]. The office of Academic Administration is responsible to have members' class fees charged to their account. Eligible students of the

LSU Extended Campus program, who choose to participate in the convocation exercises at Burman, will be charged class fees equal to one half the amount set by the Burman senior class. [Due to the cost of the pictures, LSU grads have been paying class fees of \$50 and arranging their own grad pictures]

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 2016-17 class account number is 471549-7821.]

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 must be taken to ensure that funds are available for all expenditures.

F. General and Committee Meetings

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

G. Functions

The class may not normally hold 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.

H. Class Gift

Graduating classes traditionally present a gift to the University in the name of the class, a gesture deeply appreciated by the University 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 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.

I. Convocation

1. Graduating Class

The graduating class consists of Burman students who are candidates for graduation, and prospective graduates from the La Sierra University Master in Education program 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 consolation with the class sponsors.

2. Invitations

The university will provide each candidate for graduation with five (5) personalized Convocation invitations, along with program inserts, and additional five (5) invitations may be requested at no charge. Ten (10) invitations do not automatically mean that each graduand can expect ten (10) guests to attend the Commencement ceremony. Large class sizes may result in restricted guest seating to ensure that every graduand is able to have a guest or guests present at Commencement. The University 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 December for orders of additional invitations.

3. Speakers

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

4. Official Convocation Services

The Graduation Committee in consultation with the graduating class, the Department of Music, and the Vice President for Academic Administration 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 Academic Administration at least three weeks before the Convocation to allow ample time for processing and program printing. This includes all titles, composers, participants, accompanists, prelude and postlude participants.

[Please submit complete and legible program information to the Office of Academic Administration by **28 March 2017**]

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 Academic Administration is responsible for the design and production of the printed Convocation program.

7. Reception

Late Saturday afternoon of the Convocation weekend, the University provide receptions 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.

[Note: in the past, flower coordinators from the church have been very supportive, making large silk arrangements (3) for grad weekend – if given sufficient time. There are now adequate pots or baskets of greenery already on the platform so one large arrangement for the pulpit may suffice. It is a nice gesture to follow up with a thank you card and gift certificate or \$25+ cash if a volunteer helps with decorations. Of course the graduating class may choose to order fresh flowers from a florist, but the class must remember that the campus church is large, thus, the arrangement must also be large.]

9. Pictures

The Office of Academic Administration will select a photographer to take photographs of the graduating class and during the Commencement ceremony. No other photographer, official or unofficial, will be allowed to take photographs in the areas reserved for the official photographer in the campus church.

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.

Alumni relations provides supper in the church earliten room. The official class picture will be taken at 6:40 p.m. at the church just prior to graduation practice. The picture is taken with graduates and sponsors in full academic regalia. There is then time for class announcements and other items to be dealt with before practice at 7:30 p.m.