

Effective Date: January 1, 2019

Retired:

Revised:

Approved by:

Maria F. Lima, Ph.D. Dean, School of Graduate studies and Research

Subject: MMC PA Program Graduation and Commencement Ceremonies Policy.

PURPOSE:

The purpose of this policy is:

To inform the Meharry Medical College Physician Assistant Program (MMC PA) students with the MMC PA Program Graduation and Commencement Ceremonies Policy.

POLICY STATEMENT:

Students in the MMC PA Program who meet the minimum standards for graduation and have the recommendation of the Student Progress Committee are eligible to participate in the commencement ceremonies of the College.

DEFINITIONS:

PROCEDURE:

Awarding of Diplomas

MMC holds its commencement ceremony in May. Most diplomas are awarded during commencement. Students who have completed all of the graduation requirements within 30 days after commencement and verified by the Student Progress Committee will receive a diploma with the published commencement date. Those completing all requirements greater than 30 days after commencement will receive a diploma with the date of June 30, October 31, or December 31, as applicable.

Ordering of Diplomas

The Office of the Registrar is responsible for ordering diplomas for degree candidates.

Official Name on Diploma

Diplomas will be ordered under the name listed on the student's official academic record at the time of graduation. Variations are allowed such as:

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- a. Using maiden name, and/or dropping the full middle name and using an initial.
- b. The last name and the first name must be spelled out so that the name on the diploma and the academic record can always be matched. The use of a middle initial is acceptable.
- c. The adding of a suffix is acceptable providing the student completes a “Change of Name” form with evidence of the suffix being part of the student’s legal name.
- d. Students who wish to make changes in how their name appears on their diploma must make the request in writing to the Office of the Registrar prior to MMC PA Program diplomas being ordered. Students who request a name change after diplomas have been ordered will be required to pay an additional cost for reprinting of the diploma.
- e. Married names cannot appear on the diploma if the marriage has not taken place at the time of the diploma order.
- f. Students who change their names after the graduation date may request a new diploma at their expense.

Application for Graduation

All MMC PA students must fill out an “Application for Graduation” for their respective graduation date.

Graduation Ceremony

- a. The commencement ceremony recognizing the achievements of students having completed all requirements for the Masters in Physician Assistant Sciences degree is an honored tradition. It is at this time the graduates are invested with the Master’s hood representing the College and the discipline of Medicine.
- b. All eligible students in the MMC PA Program are expected, but not required, to participate in the commencement ceremonies.
- c. In order to be eligible to participate in the graduation ceremony, a student may not be delayed greater than three (3) months after the designated ceremony date. Students not meeting this timeframe will be eligible to participate in the ceremony the following year.

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d. Degree candidates must wear proper regalia to participate in the commencement ceremony.

Participation in Graduation Ceremonies

a. Individual Hooding: Graduates may be individually hooded by a family member in accordance with the MMC [Academic Hooding Ceremony Policy](#).

The policies/procedures stated here apply to students in the MMC PA Program receiving the Masters in Physician Assistant Sciences degree.

EXHIBITS: