Awarding of Diploma to a Family Member

Approved October 1, 2013
Revised May 2, 2017
Next Scheduled Review: May 2, 2022

Procedure Statement

Texas A&M University-Commerce recognizes the importance of the commencement ceremony as a milestone and the contributions of family members to that goal and extends the privilege of presenting earned diplomas from A&M-Commerce to a member of the faculty/professional staff member’s immediate family.

Reason for Procedure

This procedure provides guidance for awarding of diplomas by faculty/professional members to their family members.

Procedures and Responsibilities

1. Regular and retired members of the A&M-Commerce faculty/professional staff may request to present an earned diploma to an immediate family member.

   1.1 The request should be made in writing to the Chairperson of the Commencement Committee at least 30 calendar days prior to the Commencement date. The committee can be viewed at:
   http://www.tamuc.edu/aboutUs/administrativeOffices/committeesAndCouncils/default.aspx

   1.2 Immediate family is defined to include only parents, spouse, siblings, and children.

2. Variance from this procedure as stated in §1 above would only be granted in extraordinary circumstances.

   2.1 The request must be made in writing directly to the Office of the Provost at least 30 calendar days prior to the Commencement date.

   2.2 The Chairperson of the Commencement Committee will notify the requestor of the final decision.
**Related Statutes, Policies, or Requirements**

Suspends University Procedure 12.99.99.R0.04 Awarding of Diploma by Faculty to a Family Member

**Definitions**

Faculty – is any full-time or part-time employee of A&M-Commerce with an appointment as Instructor, Assistant Professor, Associate Professor, or Professor, an Adjunct Instructor, a Lecturer, a Senior Lecturer, and Professional Track Faculty at any rank.

Professional Staff – is any full-time or part employee of A&M-Commerce who is exempt under the Fair Labor Standards Act.

**Contact Office**

University Registrar
903.886.5068