

31.99.99.R0.02 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

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