

UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM

SECTION: Academic Affairs

NUMBER: 06.A.08

AREA: General

SUBJECT: Scheduling of Spring Commencement Ceremonies

1. PURPOSE

1.1. This administrative memorandum specifies procedures for coordinating the scheduling of spring commencement ceremonies at [the University of Houston System \(UHS\)](#) universities.

2. INTENT

2.1. It is intended that the spring commencement ceremonies of the four universities be scheduled at times that do not conflict in order to maximize participation of regents and system administration leadership. Only in the most extenuating of circumstances will two UHS universities schedule commencement ceremonies to take place simultaneously.

2.2. It is intended that the University of Houston, UH-Clear Lake, and UH-Downtown will hold their spring commencement ceremonies at Hofheinz Pavilion. The ceremonies for UH-Victoria are held at a local site, based on availability.

3. PROCEDURES

3.1. By September 1 of each year, presidents will notify the Senior Vice Chancellor [for Academic Affairs and Provost](#) of their university's preferred and one alternate date and time for spring commencement.

3.2. In the event universities' preferred schedules conflict, the Senior Vice Chancellor [for Academic Affairs and Provost](#) will assist the presidents in coordinating the schedules.

3.3. No later than October 1, the Senior Vice Chancellor [for Academic Affairs and Provost](#) will recommend the UHS spring commencement schedule to the presidents and the Chancellor.

3.4. Universities should not publicize commencement until the UHS spring commencement schedule has been approved by the presidents and the Chancellor.

3.5. Approved commencement dates will be recorded and communicated through the UHS on-line calendar.

4. REVIEW AND RESPONSIBILITIES

Responsible ~~Parties~~Party: ~~Senior Vice Chancellor and Presidents~~Senior Vice Chancellor for Academic Affairs, UH System and Provost

Review: Odd numbered years before May 31

5. APPROVAL

Approved: Senior Vice Chancellor for Academic Affairs and Provost

Alexander Schilt
Chancellor

Date: April 14, 1994

REVISION LOG

<u>Revision Number</u>	<u>Approval Date</u>	<u>Description of Changes</u>
<u>1</u>	<u>04/14/1994</u>	<u>Initial edition</u>
<u>2</u>	<u>TBD</u>	<u>Applied revised SAM template and added new Revision Log.</u>