



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**PROCEDURE: Commencement
Number: 4.4.8.1**

Responsibility: Student Affairs
Last Updated: November 1, 2023
Related Policy: 4.4.8 Commencement Exercises

President

Purpose:

The purpose of this procedure is to define the Commencement Committee's responsibilities.

Procedure:

For Commencement, the Commencement Committee coordinates and is responsible for the following tasks:

1. Reserves space and coordinates the associated logistics.
2. Confirms public safety and emergency responders.
3. Coordinates the printing of appropriate materials for graduates, guests and faculty.
4. Communicates in a timely manner with the parties involved regarding roles, expectations and responsibilities.
5. Obtains a list of graduation candidates.
6. Ensures platform party and faculty have regalia.
7. Ensures compliance with Americans with Disabilities Act for the event.
8. Coordinates supplemental services including, but not limited to, décor, and musical accompaniment.
9. Collaborates with key College leaders and other personnel to ensure all aspects of the program are implemented.