

31.99.99.R0.02 **Awarding of Diploma to a Family Member**

Revised September 20, 2024
Next Scheduled Review: September 20, 2029



Procedure Summary

East Texas A&M University 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 the University to a member of the faculty/professional staff member's immediate family.

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

Procedures and Responsibilities

- 1 Regular and retired members of the university's 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, spouses, siblings, and children.
 - 2 Variance from this procedure, as stated in §1 above, would only be granted in extraordinary circumstances.
 - 2.1 The Chairperson of the Commencement Committee will forward a recommended request for a variance to the Office of the President at least 30 calendar days before the Commencement date.
 - 2.2 The Chairperson of the Commencement Committee will notify the requestor of the final decision.
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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 employee 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 employee of who is exempt under the Fair Labor Standards Act.

Revision History

Approved October 1, 2013

Revised May 2, 2017

Revised November 7, 2024 (University Name Update)

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