

**PURPOSE: TO DESCRIBE THE RESPONSIBILITIES OF FACULTY CONCERNING THEIR ATTENDANCE AT FORMAL ACADEMIC CONVOCATIONS AND COMMENCEMENT EXERCISES.**

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Periodically during the academic year, formal academic convocations are held. On such occasions, faculty, administrative officers and designated staff are expected to be present for the procession, wearing their proper academic regalia. All attendees are expected to provide themselves with the required articles of apparel. In addition, all faculty members and designated staff have the responsibility to attend the commencement exercises for both the Women's College and the Brenau University Undergraduate and Graduate Schools unless excused by the Provost & Vice President of Academic Affairs.

Academic regalia contributes to the solemnity of such academic ceremonies. In wearing the regalia, the following general rules will be in operation at Brenau University:

1. the cap, when worn at commencement, should not be removed by women;
2. the cap should be removed by men during the opening prayer and remain removed until the conclusion of the commencement;
3. hoods and gowns should be proper for the degree, major field and university of the wearer.

All participants are advised to arrange with the Brenau University Barnes and Noble Bookstore or other appropriate vendors early enough to ensure the possession of academic regalia for the particular occasion. Attendance at such occasions is optional for part-time faculty members.