**CLSU GRADUATION PROTOCOL**

The CLSU Commencement Exercises is a very momentous event in the life of every CLSU graduating student. It is the highlight of academic achievement. To ensure the solemnity and dignity of the occasion, everyone is requested to be mindful of the following standard protocols. Strict adherence to guidelines and requirements set by the organizers is expected.

**I. Wearing the Academic Regalia**

**Gown –** The academic gown should be worn properly. Uncollared dress of ladies should

not be longer than the academic gown. Black closed shoes with heels not higher than two inches should be worn. Doll shoes are not allowed. Gentlemen should wear black pants and long polo shirt with tie. Black closed shoes should be worn.

**Cap –** The cap should be worn during academic procession and graduation ceremony.

The tassel of the cap has to be on the left side until the conferment of the degree when it will be shifted to the right.

**Hood-** The hood should be appropriate to the gown, and should reflect the highest degree

earned by the wearer. A candidate for a degree should not wear the hood of that degree until it is actually conferred.

**II. Academic Procession**

1. Arrive at least thirty minutes before the graduation procession begins.
2. The procession is composed of the following:

CLSU Colors

Faculty

Graduating Students

Administrative Council

Board of Regents

Guest Speaker and the CLSU President

The candidates for graduation after reaching their seats, face toward the center aisle as a mark of respect while the faculty and the rest of the dignitaries proceed to their places.

**III. The Commencement Ceremony**

1. Once the ceremony starts, late arrivals will only be able to enter the graduation site at appropriate intervals during the ceremony.
2. Mobile phones and similar gadgets should be muted/silenced during the ceremony.
3. Unnecessary noise and movements should be avoided.

**Presentation of Candidates:** The Dean of each college will present the candidates for the various degrees to the President. The President will deliver the conferral remarks.

**Distribution of diplomas: Instructions for approaching the stage**

* Ascend the ramp on the right hand side of the stage
* Wait for your name and academic honor, if applicable, to be called
* Walk across the stage to be greeted by the President and the College Dean
* Receive the CLSU diploma cover from the President.
* Have your picture taken
* Descend the ramp on the left side of the stage
* Have your picture taken
* Return to your seat and remain standing until all graduates in your college or school have received their diploma and returned to their seat.

**IV. The Recessional**

After the CLSU Hymn, the marshals will lead the recessional in the following order:

CLSU President and Guest Speaker

Board of Regents

Administrative Council

Faculty

Graduates and their guests