



OAKWOOD UNIVERSITY GUEST GRADUATION PROCEDURES

Students from other institutions may participate in the commencement ceremony at Oakwood University by meeting the following conditions:

1. Their institution's graduation occurs on the SABBATH in the month of May or June.
2. Completed the degree at an accredited institution before the date of the Oakwood University commencement.
3. Supply a letter sent directly from the degree-granting institution specifically providing permission for the student to participate in the Oakwood University commencement exercises. The letter must originate with an appropriate officer such as the Chief Academic Officer, Associate Chief Academic Officer, or Registrar and should be directed to the Vice President for Academic Administration. The letter must verify:
 - the degree
 - the major
 - the date of graduation
4. Must mail his/her diploma cover to Oakwood University Registrar's office by April 14th.
5. Must secure Academic Regalia from their home institution.
6. Guest Graduates should be aware that:
 - Participant names will NOT appear in the Oakwood University Commencement Program.
 - Participation is ONLY for Commencement service on Saturday Night.
 - Hooding for all Graduate Degrees will be performed by the Oakwood University Graduate Studies Coordinator. Therefore no guest faculty from other institutions will be permitted to perform the hooding service.
7. Payment is made through the Student Accounts Office. Our Registrar's Office will confirm with the participant all other requirements for participation in graduation (practice times, meeting location for marching, etc.).
 - Fee: **\$150.00** (*The fee is non-refundable, cashier's check or money order – no personal checks accepted*)
8. The **deadline** for meeting **all** of the above criteria for May graduates is **April 1, 2020**.

GOD First!

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