

## INTER-OFFICE CORRESPONDENCE

TO Dr. Leon Rand Acting Academic Vice President DATE May 14, 1980

FROM Gail E. Hedrick, Chr., Academic Events Committee

SUBJECT Motion Made by Academic Events Committee

At the May 7 meeting of the Academic Events Committee the chairperson read your letter of March 4, 1980 in reply to the question on the difference between the time of completion of a student's academic requirements and the commencement date which would appear on the diploma.

A motion was made, seconded and carried that a letter be sent to the Vice President of Academic Affairs that the essence of President Coffelt's reply be published in the catalogue for the general information to students.

Example of statement to be published with commencement policy on page 39 of 1979-80 Bulletin.

"Student's who have a date discrepancy between the time of completion of academic requirements and commencement date on diploma may write to the <sup>Records office for correct</sup> ~~Vice President of Academic~~ <sup>form</sup> ~~Affairs for a~~ letter stating the exact date of completed requirements."

Thank you for recognition of this concern.

*Gail E. Hedrick*

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