NPS NOTICE 5060

From: President, Naval Postgraduate School

Subj: MARCH 2016 WINTER QUARTER GRADUATION CEREMONY

Encl: (1) Tasks and Responsibilities (2) Schedule of Events for Graduation Rehearsal (3) Schedule of Events for Graduation (4) Graduation Ceremony Due Dates

1. Purpose. To issue information on the Winter Quarter Graduation rehearsal and ceremony.

2. Information

   a. Graduation rehearsal will be held on Thursday, March 24, 2016. Attendance is mandatory for all students wishing to attend graduation. Appropriate civilian attire will be required.

   b. Graduation will commence promptly at 1000 on Friday, March 25, 2016 in King Hall. Uniforms will be as follows:

(1) U.S. Navy: Service Dress Blue

(2) U.S. Marine Corps: Dress Blue Bravo

(3) U.S. Air Force: Service Dress

(4) U.S. Army: Army Service Uniform (ASU)

(5) U.S. Coast Guard: Service Dress Blue

(6) Civilians: Appropriate business Attire

   c. Graduation Guest Speaker: TBD

   d. Requests to miss rehearsal or graduation should be routed via Graduation in Absentia request forms with justifications through Program Officers to the Deputy Dean of Students. Requests should be submitted no later than
11 Mar 2016 and all efforts to reschedule conflicting events should be exhausted.

3. Action
   
   a. **Rehearsal - 24 MAR 2016**

      (1) At 0845, commence PhD and Engineer candidates prerehearsal with Thesis Advisors, and PhD/Engineer candidates. Graduating doctorates will bring their hoods with them to rehearsal.

      (2) At 0900, commence PhD and Engineer candidate rehearsal with Naval Postgraduate School (NPS) leadership, Thesis Advisors, and PhD/Engineering candidates.

      (3) At 0915, commence rehearsal for all other Master's graduates. Students shall muster along the Root Hall breezeway. The Events Coordinator, Ms. Sonya Solomon, will provide seating row assignments and identify line leaders for each row. These assignments will be posted on the student webpage and in the Root Hall breezeway prior to rehearsal. Name cards for each graduate with special details will be posted in the Root Hall breezeway. Row leaders will ensure all graduates are present, assembled in row order, and have their name cards. Graduates will step off at approximately 0930 to practice the procession into King Hall.

      (4) In order to ensure an expeditious check-out, students shall bring their completed and signed check-out sheets to Student Services after rehearsal.

   b. **Graduation Day - 25 MAR 2016**

      (1) At 0915, graduates will assemble along the Root Hall breezeway. Line leaders will ensure their rows are ready to step off on time.

      (2) At 0930, all faculty and the special seating party will assemble in Spanagel Hall outside of room 101A.

      (3) At 0930, a VIP brief will be held in the Elster Conference Room on the Mezzanine of Herrmann Hall.

      (4) At 0945, the platform party will assemble in Spanagel Hall outside of room 101A.
(5) When directed by the Grand Marshal, the procession will commence toward King Hall in the following order: graduates, faculty, special seating party, and platform party.

c. Reception Following Graduation. All graduates, their families, faculty, and staff, are invited to a reception in honor of the graduates. The reception will be held in the Barbara McNitt Ballroom of Herrmann Hall immediately following the graduation ceremony.

d. Streaming Video of Graduation. The graduation will be streamed live for those unable to attend in person at the following location online: http://www.nps.edu/video/portal/.

e. Family Friendly Room. A family friendly room will be provided as a service to families with children who become restless during the graduation ceremony. The room will be in the basement of King Hall and will display live streaming video of the graduation.

4. Cancellation. This notice will be cancelled upon completion of the graduation ceremony.

M. R. VANDERSLUIS
Dean of Students

Distribution:
http://intranet.nps.edu/code00/Notices/not.html
TASKS AND RESPONSIBILITIES

Master of Ceremonies: CAPT Matthew Vandersluis, USN
Coordinator: Ms. Sonya Solomon
Chaplain: Chaplain
Presiding Officials: President Ronald Route,
USN (Ret.) and Acting Provost
James Newman
Guest Speaker: TBD
Grand Marshal: Prof. Craig Rasmussen
Platform Marshal: TBD
Faculty Marshal: TBD
Military Marshal: TBD
Platform Participants: Deans/Department
Chairs/Representative
Del Monte Brass: Ms. Kristan Thompson
Color Guard: AT2 Scott Froom, USN
Photographer: Mr. Javier Chagoya
Audio Visual Support: Mr. Davey Jones
AT2 Joshua Anderson, USN
Stage Set-up: Public Works
Muster: LT Jesse Iwuji, USN
Ushers: TBD
SCHEDULE OF EVENTS - GRADUATION REHEARSAL - 24 MARCH 2016

0845 PhD/Engineer candidates and their advisors shall be seated in King Hall in preparation for rehearsal with the NPS President, Provost and Dean of Students

0900 Commence rehearsal with the NPS President, Provost and Dean of Students for PhD and Engineer candidates

0915 All Master’s graduates assemble along the breezeway of Root Hall to ensure row assignments and name card information are correct for the procession into King Hall

0930 Master’s graduates step off in order of row assignments into King Hall

0935 Remarks by Dean of Students

TBD Dean of Students asks all Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates to stand and proceed to the platform in order to rehearse names and ensure all details on name cards are correct. Students may depart after turning in check-in sheets to Student Services after rehearsal.
SCHEDULE OF EVENTS - GRADUATION CEREMONY - 25 MARCH 2016

0915 Graduates will assemble along the breezeway of Root Hall

0930 Faculty and Special Seating line up in the hallway of Spangal Hall for processional

0930 VIP Brief begins in Elster Conference Room in Hermann Hall

0930 Del Monte Brass plays prelude music until 0948

0945 Platform Party assembles in Spangal Breezeway

0948 Del Monte Brass stops playing

0948 Dean of Students makes comments about photography and cell phones

0950 Del Monte Brass plays prelude music

0955 Procession departs Root Hall breezeway on cue from Student Services Officer and halts at the top of the steps of the King Hall auditorium

Del Monte Brass ends prelude music and begins processional music

Marshals lead procession to their seats in the following order:

- Students
- Faculty
- Special Seating
- Platform Party

Del Monte Brass stops playing

Dean of Students asks the audience to stand for the presentation of colors and to remain standing for the playing of the National Anthem and invocation

Honor guard presents colors

Chaplain delivers invocation

Platform Party and audience are seated

Enclosure (3)
Dean of Students introduces Platform Party and President
President makes preliminary remarks and introduces Guest Speaker
Guest Speaker delivers the graduation address
Guest Speaker moves left and forward of center podium
President proceeds to center podium and Provost proceeds to right podium
Dean of Students asks the candidates for the Degree Doctor of Philosophy to please stand and proceed to the platform
Provost presents each Doctorate candidate
President confers the Doctorates
Dean of Students asks the candidates for the Engineer Degree to stand and proceed to the platform
Provost presents each Engineer Degree candidate
President confers the Engineer Degrees
Dean of Students asks the Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates to stand and proceed to the platform
Provost presents the Degrees Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates to President
President confers the Degrees Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates
Each Dean/Department Chair comes forward to shake hands with their schools graduate and returns to his/her seat
After all students have crossed and received their completion certificates, President, Guest Speaker, and Provost return to their seats
• Dean of Students asks the audience to stand for the benediction
• Chaplain delivers the benediction
• Dean of Students concludes the graduation ceremony
• Del Monte Brass plays for the recessional
• Platform party leaves followed by special seating and faculty
• Graduates and guests remain until procession is clear
• Del Monte Brass continues to play for five minutes after recessional
25 MARCH 2016 GRADUATION CEREMONY DUE DATES

1 Feb 16  Degree list due from Ed-Techs to Ms. Sonya Solomon (EventsCoordinator@nps.edu)

3 Feb 16  1st gallery proofs from Ms. Sonya Solomon to Ed-Techs for review/corrections

8 Feb 16  1st gallery proofs due from Ed-Techs to Ms. Sonya Solomon (EventsCoordinator@nps.edu)

15 Feb 16 2nd gallery proofs from Ms. Sonya Solomon to Ed-Techs for review/corrections

18 Feb 16 2nd gallery proofs due from Ed-Techs to Ms. Sonya Solomon (EventsCoordinator@nps.edu)

29 Feb 16  Final script and program gallery proofs from Ms. Sonya Solomon to Ed-Techs for final review/corrections

4 Mar 16  Guest Speaker’s bio and picture, as available, due to Events Coordinator, Ms. Sonya Solomon (EventsCoordinator@nps.edu)

4 Mar 16  With Distinction & Outstanding Thesis names due to Ms. Sonya Solomon (EventsCoordinator@nps.edu)

4 Mar 16  Final script and program gallery proofs due from Ed-Techs to (EventsCoordinator@nps.edu)

7 Mar 16  All requests to miss rehearsal due to Deputy Dean of Students, CDR Paul Rasmussen (perasmus@nps.edu) for final approval by the Dean of Students

7 Mar 16  Draft program due to Dean of Students for final approval by NPS President

7 Dec 16  DOS approves final script and forwards to Provost and President’s office. Any changes after this date require DOS approval.

16 Mar 16  Name cards due to Dean of Students for review

18 Mar 16  Special needs requests submitted to Ms. Sonya Solomon (EventsCoordinator@nps.edu)

Enclosure (4)
18 DECEMBER 2016 GRADUATION CEREMONY DUE DATES

18 Mar 16  Approved program to DAPS for proof and print
18 Mar 16  Graduation seating chart completed
24 Mar 16  Fall Quarter Graduation Rehearsal
25 Mar 16  Fall Quarter Graduation Ceremony