NPS NOTICE 5060

From: Commanding Officer, Naval Postgraduate School Student Military Element

Subj: JUNE 2024 SPRING QUARTER GRADUATION CEREMONY

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

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

2. **Information**
   
   a. Graduation rehearsal will be on Thursday, 20 Jun 2024. Attendance is mandatory for all students wishing to attend graduation.
   
   b. Graduation will commence promptly at 1000 on Friday, 21 Jun 2024, in King Hall.
   
   c. **Uniforms**

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

      (2) U.S. Marine Corps: U.S. Marine Corps: Dress Blue White “B” (skirt or trousers)

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

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

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

      (6) U.S. Space Force: Service Dress

      (7) Civilians: Appropriate business attire
d. Graduation Guest Speaker. TBD.

e. Requests to miss rehearsal, or graduation, or both must be routed using a Dean of Students Request Form with justifications through Program Officers to the Deputy Dean of Students (DDOS). Submit requests no later than 12 Jun 2024, after all efforts to reschedule conflicting events are exhausted.

3. Action

a. Rehearsal – 20 Jun 2024

(1) At 0830, commence Doctor of Philosophy (PhD) and Engineer candidate pre-rehearsal with Thesis Advisors (TA), PhD, and Engineer candidates. Graduating doctorates will bring their hoods with them to King Hall.

(2) At 0915, commence rehearsal for all other master's graduates. Students will muster along the Root Hall breezeway. The Events Coordinator 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 must 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.

b. Graduation Day – 21 Jun 2024

(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 special seating party will assemble in Spanagel Hall outside of room 101A.

(3) At 0930, a Very Important Person 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:

(a) Graduates

(b) Faculty

(c) Platform Party
c. **Guests.** Should the Health Protection Condition (HPCON) level change, additional restrictions will be implemented. My point of contact for this matter is CDR Carl Liptak, Deputy Dean of Students. He may be reached at (831) 656-3385, [carl.liptak@nps.edu](mailto:carl.liptak@nps.edu).

d. **Streaming Video of Graduation.** The graduation will be streamed live for those unable to attend in person at the following location online: [https://www.nps.edu/watchlive](https://www.nps.edu/watchlive).


5. **Cancellation.** This notice is cancelled upon completion of the Spring Quarter Graduation ceremony.

Releasability and distribution:
This notice is cleared for public release and is available electronically only via Naval Postgraduate School Intranet Web site, [http://intranet.nps.edu/code00/Notices/not.html](http://intranet.nps.edu/code00/Notices/not.html)
### TASKS AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Role</th>
<th>Person(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Ceremonies:</td>
<td>CAPT Thor Martinsen, USN</td>
</tr>
<tr>
<td>Coordinator:</td>
<td>Ms. Sonya Solomon, CIV</td>
</tr>
<tr>
<td>Chaplain:</td>
<td>LCDR Matthew Fore, USN</td>
</tr>
<tr>
<td>Presiding Officials:</td>
<td>President Vice Admiral Ann Rondeau, USN (Ret.) and Provost Scott Gartner, CIV</td>
</tr>
<tr>
<td>Guest Speaker:</td>
<td>TBD</td>
</tr>
<tr>
<td>Grand Marshal:</td>
<td>Dr. Robert Mortlock, CIV</td>
</tr>
<tr>
<td>Platform Marshal:</td>
<td>TBD</td>
</tr>
<tr>
<td>Faculty Marshal:</td>
<td>TBD</td>
</tr>
<tr>
<td>Military Marshal:</td>
<td>LtCol Amy Roznowski, USMC</td>
</tr>
<tr>
<td>Platform Participants:</td>
<td>Department Chairs and Representatives</td>
</tr>
<tr>
<td>Del Monte Brass:</td>
<td>Mrs. Kip Route, CIV</td>
</tr>
<tr>
<td>Color Guard:</td>
<td>CPO Brandin Carcamo, USN</td>
</tr>
<tr>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>Photographer:</td>
<td>Mr. Javier Chagoya, CIV</td>
</tr>
<tr>
<td>Audio Visual Support:</td>
<td>Mr. Davy Jones, CIV</td>
</tr>
<tr>
<td>Stage Set-up:</td>
<td>Public Works</td>
</tr>
<tr>
<td>Musterling:</td>
<td>LT Consepcion Espinoza, USN</td>
</tr>
<tr>
<td>Ushers:</td>
<td>TBD</td>
</tr>
</tbody>
</table>
SCHEDULE OF EVENTS – GRADUATION REHEARSAL

0830  Doctor of Philosophy (PhD) and Engineer candidates and their advisors must be seated in King Hall in preparation for rehearsal with the Naval Postgraduate School (NPS) President, Provost, and Dean of Students (DOS).

0900  Commence rehearsal with the NPS President, Provost, and DOS for PhD and Engineer candidates.

0915  All Masters 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  Masters graduates step off in order of row assignments into King Hall.

0935  Remarks by DOS.

0940  DOS asks all Master of Arts, Master of Science, and Master of Business Administration (MBA) candidates to stand and proceed to the platform to rehearse names and ensure all details on name cards are correct. Students may depart after rehearsal.
SCHEDULE OF EVENTS – GRADUATION CEREMONY

0915  Graduates will assemble along the breezeway of Root Hall.

0930  Platform Party line up in the hallway of Spanagel Hall for processional.

0930  Very Important Person brief begins in Elster Conference Room in Herrmann Hall.

0930  Del Monte Brass plays prelude music until 0955.

0945  Platform Party assembles in Spanagel breezeway.

0955  Del Monte Brass stops playing.

0955  Events Coordinator makes comments about photography and cell phones.

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 will lead procession to their seats in the following order:

- Students
- Platform Party

Del Monte Brass stops playing.

Master of Ceremonies (MC) 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.

MC introduces Platform Party and the Naval Postgraduate School (NPS) President. NPS President makes preliminary remarks and introduces Guest Speaker.

Guest Speaker delivers the graduation address.

Guest Speaker moves left and forward of center podium.

NPS President proceeds to center podium and Provost proceeds to right podium.
MC asks the candidates for the Doctor of Philosophy (PhD) Degree to please stand and proceed to the platform.

The Provost presents each Doctorate candidate. NPS President confers the Doctorates.

MC ask the candidates for the Engineer Degree to stand and proceed to the platform.

Provost presents each Engineer Degree candidate. NPS President confers the Engineer Degrees.

MC asks the Master of Arts, Master of Science, and Master of Business Administration (MBA) candidates to stand and proceed to the platform.

Provost presents the Master of Arts, Master of Science, and MBA candidates to President.

NPS President confers the Degrees Master of Arts, Master of Science, and MBA candidates.

Department Chairs come forward to shake hands with their schools’ graduates and return to their seats.

After all students have crossed and received their completion certificates, NPS President, Guest Speaker, and Provost return to their seats.

MC asks the audience to stand for the benediction. Chaplain delivers the benediction.

Del Monte Brass plays for the recessional.

Platform Party leaves followed by special seating and faculty.

Graduates and guests remain until the procession is clear.

Del Monte Brass continues to play for five minutes after the recessional.
GRADUATION CEREMONY DUE DATES

29 Apr 24  Degree list due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator at ssoolomon@nps.edu.

7 May 24   Graduation Pre-Brief (King Hall, 1215-1300)

10 May 24  First gallery proofs from Events Coordinator to Ed-Techs for review and corrections.

15 May 24  First gallery proofs due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator at ssoolomon@nps.edu.

17 May 24  Second gallery proofs from Events Coordinator to Ed-Techs for review and corrections.

21 May 24  Second gallery proofs due from Ed-Techs to Ms. Sonya Solomon, Events Coordinator at ssoolomon@nps.edu.

22 May 24  Guest Speaker’s bio and picture, as available, due to Ms. Sonya Solomon, Events Coordinator at ssoolomon@nps.edu.

24 May 24  Final script and program gallery proofs due from Ed-Techs to Events Coordinator at ssoolomon@nps.edu.

30 May 24  With Distinction and Outstanding Thesis names due to Ms. Sonya Solomon, Events Coordinator at ssoolomon@nps.edu.

31 May 24  Final script and program gallery proofs from Events Coordinator to Ed-Techs for final review and corrections.

3 Jun 24   Draft program due to Dean of Students for approval.

4 Jun 24   Final changes from Provost and President’s office to Events Coordinator at ssoolomon@nps.edu to lock in the script.

10 Jun 24  Approved program to NPS Graphics Shop for proof and print.

14 Jun 24  Graduation Seating Chart completed.

20 Jun 24  Spring Quarter Graduation Rehearsal.

21 Jun 24  Spring Quarter Graduation Ceremony.