

September 9, 2009

Memorandum

To: Graduates of the UF College of Pharmacy

From: Michael W. McKenzie, Ph.D.
Senior Associate Dean for Professional Affairs

Re: Commencement Ceremonies – Expected Behaviors

Commencement ceremonies are held each semester in the College of Pharmacy to formally recognize the academic accomplishments of our students. The professional and graduate degree programs are rigorous and have required much work, concentration, energy, and sacrifice over a significant period of time in order to achieve educational goals. Therefore, the Commencement ceremonies are obviously special moments in the lives of graduates and their families and friends. It is a time for the graduates to be acknowledged and affirmed in their achievements by the University and the College of Pharmacy.

A spirit of celebration is appropriate and welcomed within limits. In order to maintain the expected and appropriate decorum at an official University event, and to allow all those in attendance to enjoy the Commencement ceremonies, the following procedures and rules should be followed. Please share this information with your family and friends who plan to attend Commencement ceremonies.

- Graduates and their families should arrive at the designated time well before the start of the processional that begins the Commencement ceremonies.
- The dress for the Commencement ceremonies is business formal.
- Graduates should not wear decorations in addition to the formal academic regalia.
- Graduates will be seated in a special section in the front of the auditorium. Family and guests may sit in seats other than those reserved for graduates.
- Family and guests should remain seated throughout the Commencement ceremonies unless directed to rise at particular times (e.g., playing of the national anthem). Family and guests should not be standing in the back of the auditorium or moving up and down the aisles during the Commencement ceremonies.
- Family and guests should not stand and/or move about the auditorium to take photographs or record a video of the event. An official University photographer is present to take pictures of the graduate. Also, photographs can be taken well prior and after the Commencement ceremonies.

- The audience should stand for the processional that signals the beginning of Commencement ceremonies and for the recessional that signals the end.
- Small children and babies should be kept as quiet as possible. If a baby or child is becoming disruptive, the care-taker should quietly leave the auditorium to attend to the baby or child outside and away from the doors to the auditorium.
- During the Commencement ceremonies the audience should remain quiet and minimize conversations.
- Articles such as balloons and horns should not be brought to Commencement ceremonies. Marshals will not allow such items to be brought into the auditorium during the Commencement ceremonies.
- Certainly, clapping and a modest cheer from family and guests are appropriate when graduates receive recognition on stage. However, loud and prolonged outbursts interfere with others hearing the names of graduates being announced and remarks being made by those at the podium.
- The graduates and audience should be attentive to the speakers at Commencement ceremonies and follow directives from the Dean, who serves as the master of ceremonies.
- Similarly, the graduates and audience should respect the directives of the Marshals who help conduct elements of the Commencement ceremonies.

Adherence to the above expectations and behaviors will insure that the Commencement ceremonies are conducted in a meaningful and efficient way so that all those in attendance will enjoy this special occasion.