



MILES COLLEGE
P. O. BOX 39800
BIRMINGHAM, ALABAMA 35208

Office of the President

MEMORANDUM

To: All Prospective Candidates for Graduation, Classes of 2020 and 2021

From: Kenneth Coachman
Chief of Staff/Director of Commencement

Re: Commencement

Date: March 1, 2021

This memorandum is the official notification of activities sponsored in connection with Miles College Commencement Exercises, which will be held **on Saturday, May 1, 2021 at 11:00 a.m. at the Boutwell Auditorium, 1930 Reverend Abraham Woods Jr., Blvd., Birmingham, AL 35201**. All candidates who have been cleared for graduation are required to participate in the commencement exercises.

Graduation Fee

Your class/graduation fee of \$250.00 is due by April 15, 2021. Please pay this amount to the Business Office, where a special account has been established for the senior class. Students who have not paid by the deadline will not participate in the senior activities. Fees must be paid on time because plans must be finalized with those who provide services. Please do not try to be included in activities if you have not paid on time as requested. Fees will pay for the following:

- Cap, Gown and Tassel
- Degree/Degree cover and miniature degree
- Senior activities (stage picture, etc.) and
- Senior tee shirts
- Kente Stole (with Class of 2021 letters)

All 2020 candidates that paid their graduation fees **will not** be required to pay them again. Those of you who received your cap and gown must bring them with you to participate in the ceremony.

Division Chair

You must schedule an exit interview with your division chair to report:

- your career plan/position (graduate school, employer, etc.) and
- your permanent address

Commencement

Graduation is a “high,” revered academic ceremony. Your poised and timely presence at this ceremony is URGED, and we respectfully ask that you and your families not detract from the dignity of the ceremony with loud shouts that disallow recognition of all students whose names should be heard. **Permission to receive the degree in absentia must be cleared by April 1, 2021 through special permission from the Provost.**

Graduation Attire

Measurement for graduation attire is made in the Mail Room located in Brown Hall and should be completed by March 19, 2021. Caps and gowns should be ready for distribution beginning April 21, 2021. Gowns should be professionally pressed.

Again, please understand that graduation is a high, traditional ceremony that requires special, traditional dress. Miles College graduates are expected to follow this tradition. Therefore, ladies are required to wear white dresses, flesh-tone hosiery, and black shoes (pump or sling, closed toe, or peep toe, **no sandals**). Men are required to wear black suits, white shirts, black string or regular ties (**no bow ties**), black trouser socks, and black dress shoes. This attire is for all occasions on which caps and gowns are worn.

Kent'e Stole

All graduates will receive a Kente Stole as part of your graduation fees that will be issued on May 1, 2021.

Organizational Stoles

Miles College **sanctioned** fraternities, sororities and other organizations will be permitted to provide their own organizational stole.

NOTE: Ladies and Gentlemen--earrings, sunglasses, Bluetooth earpieces, backpack and purses are not permitted.

Please silence your cell phones.

Tassel

The tassel is to be worn on the right side of the cap until the degree has been conferred. Upon receiving the degree, the tassel is then shifted to the left side of the cap. (The President will tell you when to change the tassel.)

Time

It is crucial that all candidates report **on time** for the ceremony. The procession will move promptly at the scheduled time, so please anticipate emergencies and leave home at least thirty (30) minutes earlier than you consider necessary. Graduating seniors must report as follows:

Baccalaureate Service

Friday, April 30, 2021 at 1:00 p.m.
Pearson Hall Auditorium
519 59th Street
Fairfield, Alabama 35064
Report for processional at 12:00 noon
Foyer of Pearson Hall, Main Level

Graduation, Saturday, May 1, 2021

Boutwell Auditorium
1930 Reverend Abraham Woods Jr., Blvd.
Birmingham, Alabama 35203
Report at 8:30 a.m. for group pictures, etc.
Procession begins at 11:00 a.m.

Rehearsal

Rehearsal will be held on Thursday, April 29, 2021 at 6:00 p.m. at the Boutwell Auditorium. **No food, drinks, gum, cell phones, pagers, or cameras will be permitted. Please do not bring children, family members, or friends to rehearsal.** Rehearsal is closed. Only the graduating class and Miles College administration are permitted to attend.

Procession

Candidates will be assigned permanent places in the graduation procession on May 1, 2021. Specific instructions for the procession will be given at rehearsals.

Ceremony

During the graduation ceremony, all candidates will remain standing until the chief marshals have indicated places for all platform guests and the appropriate chord is sounded by the organ. **During the service, men will remove their caps at the time that the Dean of Chapel removes his cap.**

Conferring of Degrees

Following President Knight's charge to the graduating class, she will recognize the Provost and Academic Dean, who will present the candidates for the BACHELOR OF ARTS DEGREE first, asking them to stand for the conferring of degrees. After the president utters the final words "with all the rights and privileges thereto appertaining", the candidates will immediately grasp the tassel of the caps and transfer them to the left side of their caps. The candidates for the BACHELOR OF SCIENCE DEGREE are then presented and follow the same procedure. The candidates for the BACHELOR OF MUSIC EDUCATION are then presented and follow the same procedure. The candidates for the BACHELOR OF SOCIAL WORK are then presented and follow the same procedure.

Degrees

The degree cover will be issued to candidates as they walk across the platform according to the seating arrangement. The degree will be issued after the close of the ceremony. Additional details will be given during final rehearsal.

Cap, Gown and Tassel

Cap, Gown and Tassel are yours to keep. Please have your gown **pressed**.

Admission Tickets

Due to COVID-19 and social distancing each participating member of the graduating classes (2020 and 2021) will receive 4 commencement admission tickets.

If the CDC, Jefferson County Department of Health and the City of Birmingham issues new COVID-19 guideline restrictions, then Miles College may be able to provide additional commencement tickets.

Mask will be required.

The event will be livestreamed for those who wish to participate virtually.

Cc: President Bobbie Knight
Dr. Jarralynne Agee, Provost and Dean of Academic Affairs
Joyce Dugan Wood, Registrar
Division Chairs
Cabinet Members
Senior Class Advisors
Security