



Office of the President

MEMORANDUM

To: All Prospective Candidates for Graduation, Class of 2023

From: Kenneth Coachman
Chief of Staff/2023 Commencement Committee

Re: **Commencement**

Date: March 13, 2023

This memorandum is the official notification of activities sponsored in connection with Miles College Commencement Exercises, **Class of 2023 will be held on Saturday, May 6, 2023, 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 14, 2023. Please pay this amount to the Business Office, where the senior class has established a special account. 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 2023 letters)

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 7, 2023, through special permission from the Provost.**

Graduation Attire

Measurement for graduation attire is made in the Mail Room located in Brown Hall. Caps and gowns should be ready for distribution beginning March 31, 2023. Gowns should be steamed or 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, there will be two types of attire that will be allowed at commencement.

Commencement Attire Option #1:

White dresses, and black shoes (pump or sling, closed-toe, or peep toe, **no sandals**).

Commencement Attire Option #2

Black pants, 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. (Baccalaureate and Commencement)

Kente Stole

All 2023 graduates will receive a Kente Stole as part of your graduation fees that will be issued May 6, 2023. (Commencement Day)

Organizational Stoles No custom caps or stoles will be permitted. There will be no alterations to the graduation caps before the commencement. Students wishing to personalize their caps are free to do so after the graduation ceremony.

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, backpacks 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, May 5, 2023, at 11:00 a.m. First Baptist Church Fairfield 324 59 th Street Fairfield, AL 35064 Report for processional at 10:00 a.m. Miles College Gymnasium Attire: Same as Graduation	Graduation, Saturday, May 6, 2023 Boutwell Auditorium 1930 Reverend Abraham Woods, Jr., Blvd. Report to the Exhibition Hall 2 nd floor at 8:00 a.m. for check in and class photo. The procession begins at 11:00 a.m.
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Rehearsals

First rehearsal will be Friday, April 28, 2023 in Brown Hall Auditorium from 4:00 p.m. until 5:30 p.m. and the final rehearsal will be held on Friday, May 5, 2023, at the Boutwell Auditorium at 6:00 p.m. **No food, drinks, or gum 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 6, 2023. 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 the final rehearsal.

Cap, Gown, and Tassel

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

Honors Cords

Pick-up: Wednesday's

Location: 2nd Floor of the LRC

Time: 2:30p--4:30p

*Please see Mrs. B. Underwood

Admission Tickets: Open Seating.

The event will be live-streamed.

Senior Events and commencement updates will be posted on the web page.

Cc: President Bobbie Knight
Kenneth Coachman, Chief of Staff
Candice Hardy, Director of Learning Resources Center
Dr. Jarralynne Agee, Provost
JamesAaron Pierre, Director of Alumni Affairs
Joyce Dugan Wood, Registrar
Division Chairs
Cabinet Members
Senior Class Advisors
Security
2023 Graduation Committee