As the adviser to a doctoral candidate scheduled to receive his/her degree on May 6, you should:

• Ask the candidate if he/she will attend the ceremony (your participation is not necessary if he/she is not attending).

• If attending, you will need academic regalia representative of your highest earned degree. This can be rented at the Penn State Bookstore (863-0206). Advisers must wear academic regalia.

• If you are unable to attend, please make arrangements for another member of the committee to take your place. A doctoral candidate must have a faculty escort.

Procedures to be followed for commencement:

1. Advisers (faculty escorts) and doctoral candidates should report to the Auxiliary Gym of the Bryce Jordan Center by 5:30 pm on Sunday, May 6. Doctoral candidates must check in at the registration table; escorts need not check in.

2. Candidates will be issued a card on which is printed their name, degree, major, and adviser’s name. If the adviser is not present to escort the candidate, the adviser’s name should be crossed out and the name of the escort written on the card. Phonetic pronunciations of names may be written on the card as well.

3. Doctoral candidates and escorts should then report to the area designated for the student’s college (interdisciplinary candidates will be seated in the college of the advisor). Candidates and escorts will be paired up for the processional and will be seated together.

4. University Marshals will direct the processional. Seating will be alphabetical by college. Please listen to the instructions and assist the Marshals in any way you can.

5. At the conclusion of the conferring of master’s degrees, all doctoral candidates and their escorts will rise. Escorts will be instructed to hood the candidates. The Marshals will then direct exit from the rows and lead candidates and escorts to the stage area. Please remind the candidate to take the card along, as it contains information that must be read by the University Nomenclator on stage.

6. Offstage, the candidate will hand the card to a Marshal. The Nomenclator will introduce both the candidate and the escort. The escort will accompany the candidate to the near center of the stage.

7. The candidate will shake hands with members of the platform party. The candidate and escort will then proceed across the stage, exit, and return to their seats (there will not be time for conversation on stage). If an escort is accompanying more than one candidate, the escort should precede them on stage. The escort will be introduced with the first candidate and remain in place while the others are introduced. The escort will process across the stage after his/her last candidate is announced.

8. After all are seated, the doctoral candidates will be asked to rise and face the audience to receive applause. There will then be some brief remarks, the singing of the Alma Mater, and the Marshals will direct the degree recipients, escorts, and platform party in the recessional.

If you have any questions regarding these instructions, please call 865-5448 or email gradthesis@psu.edu.