POLICY # E-1

TITLE: COLLEGE OF NURSING RECOGNITION CEREMONY

POLICY: The College of Nursing will sponsor an annual Recognition Ceremony in Bozeman the day before graduation in May. This ceremony will be followed by a public reception. The Recognition Ceremony will include a guest speaker who has made a contribution in nursing. Selection of said speaker will be somewhat dependent on available funds, since the travel and per diem expenses will be reimbursed from the College of Nursing budget. A modest honorarium will be given to the guest speaker.

Those honored at the ceremony will include seniors completing baccalaureate requirements during the calendar year of the ceremony. Master degree candidates who are to graduate by May of the current academic year will also be honored at the Recognition Ceremony. Master degree students must have written verification of their plans to complete all requirements, signed by the thesis/professional project chair and academic advisor (if advisor is not the chair). Included as an integral part of the ceremony are the MSU President and Provost, College of Nursing faculty, alumni and honored guests.

The Service and Resources Committee assumes responsibility for identifying appropriate guest speakers, the music, the processional, and other details of the ceremony. The support staff of the College of Nursing will assist the committee in areas identified by the committee. A detailed description of the activities, procedures and responsible individuals is provided in the Recognition Ceremony Guidebook, which is maintained by the committee chair.

RATIONALE: The annual Recognition Ceremony, sponsored by the College of Nursing, is a public declaration of the College of Nursing's pride and scholarship. The first annual Completion and Recognition Ceremony was held in June of 1980. The Public Services and Community Relations Committee instituted this ceremony to reunite seniors from the "extended" campuses and honor them as a total class graduating from the MSU College of Nursing. Previously, families and friends of graduating seniors were invited to a "pinning" ceremony at the "extended" campuses and to the University graduation ceremony in Bozeman. The Completion and Recognition Ceremony enabled families and friends to attend the College ceremony and University graduation in one trip. Likewise, this ceremony provided visibility for the College of Nursing at the graduation ceremony.

In June of 1982, College of Nursing faculty voted to rename the event 'Recognition Ceremony'. Omission of the word 'completion' in the title enables all seniors to participate in the May Recognition Ceremony with classmates from all campuses.
The Recognition Ceremony will provide the opportunity to reunite the MSU College of Nursing alumni and foster their participation in the College's endeavors. Other individuals who are or have been supportive of the College, and have facilitated our goals, can be honored at this time. This occasion also provides an opportunity to extend an invitation to a guest speaker whose qualities are recognized by the nursing profession.

Revised Policy Approved by:
Committee: 2/7/94
College Council: 2/28/94
Dean: 3/16/94
(DATE)

TO: Undergraduate Candidates, Master's Candidates, Faculty of MSU College of Nursing

FR: MSU College of Nursing, Service and Resources Committee (SRC)

RE: MSU College of Nursing Recognition Ceremony

We invite you to the ___th Annual Recognition Ceremony that is scheduled for (date). The ceremony and reception will be held in the Student Union Building ballrooms. All participants should arrive no later than one-half hour prior to beginning of ceremony and proceed to the designated location in the adjacent hallways. The following information will help each participant prepare for the ceremony:

TIME TO ARRIVE: All participants should arrive at the SUB no later than 1:00 p.m. in order to line up. The ceremony begins promptly at 1:30 p.m.

DRESS: Attire is requested as follows: undergraduate candidates wear semiformal attire and master’s candidates and faculty wear academic dress.

ITEMS PRESENTED: Undergraduate candidates will receive either a nursing pin or ribbon.
A. Graduating Seniors will receive a pin if they have purchased one.
B. Graduating Seniors will receive a ribbon if they have not purchased a pin.
C. Seniors who will graduate after the May ceremony will receive a ribbon.
D. Master's Candidates will receive a hood. The hood must be ordered, along with academic dress, from the MSU Bookstore early Spring Semester.

PROCEDURE: Recognition of Baccalaureate Candidates: Students will receive their pins by campus. As the campus is announced, the Campus Director of that campus will move to the exit side of the stage. All students from that campus, and their significant others (one or two people as determined by the student) will rise and be directed to the stage by an SRC member. The student will receive the appropriate pin or ribbon from the Dean and congratulations from MSU administrators and the Campus Director and then leave the stage and be seated.

Recognition of Master's Candidates: Graduate candidates come to the stage individually for investiture by their thesis/project chair and the University Provost.

ALL UNDERGRADUATE AND MASTER'S CANDIDATES: To enable the Committee to plan and prepare the program for the Recognition Ceremony, please complete the attached information form.

Undergraduate candidates return the form to the SRC representative before Thanksgiving in the year prior to the ceremony. Master’s Candidates complete the form early in spring semester in the year of the ceremony as instructed by the College of Nursing Graduate Program representative.
INFORMATION NEEDED FROM GRADUATING SENIORS
FOR THE ANNUAL RECOGNITION CEREMONY PROGRAM

Name as you want it printed in the program ___________________________________________
(Type or print clearly, e.g. Mary A. Smith)

Do you plan to attend the Recognition Ceremony? YES NO

Number of significant others sitting with you at the ceremony?  (Limit two)   1     2

How many guests do you expect to attend?  (including significant others) __________

Identify your graduating class.  Semester _______ Year ________

The Recognition Ceremony program will list honors received by graduating seniors. Following is a list of common honors and scholarships that are received by nursing students. Please check those that you have received. Following the honor or scholarship, indicate the year(s) received. Honors other than those listed should be listed under "other" at bottom of this page.

Honors, Associations, and Committees

Alpha Lambda Delta Freshman Honorary  Phi Kappa Phi  MSU Alumni/Chamber of Commerce
Alpha Lambda Delta Senior Certificate  Phi Kappa Alpha Scholastic Honorary  Award for Excellence
Angel Flight, Outstanding New Member  Sigma Theta Tau International Honor  College of Nursing Committees:
Circle K, Outstanding New Member  Society of Nursing (Zeta Upsilon)  Student Forum
Dean's Outstanding Student Award  Spurs  Service & Resources
Elks Most Valuable Student Award  Student Nurse of the Year  Research & Evaluation
University Honor Roll ______  Who's Who Among Students in American  Academic Affairs
Outstanding Young Women of America  Universities and Colleges  College Council
Dean's List (Year & Quarter)  Montana Student Nurses' Association  MSU Office/Senate
Other: __________________________  Member  Other:
Other: __________________________  Officer  Other:
Other: __________________________  Mortar Board  Other:

Scholarships

Abe Miller Memorial  Francis Mahon Hospital Guild  Montana State Century Club
Advanced Honor  General Motors Nursing  MNA District #3
Air National Guard  Genevieve Burcham Nursing  School of Nursing
Alberta Nurses  Gladys Nye Stevenson  Nursing Student
Alpha Lambda Delta Freshman  Heisey Memorial  Phyllis Carr Memorial
American Association of University Women  Jack Bennet Memorial  Professional Women's Association
American Business Women's  Lloyd Sweet  Shriners
Anacoda Scholarship Foundation  M. H. Vojnovich Masters Nursing  VFW Nursing
Army ROTC  M. Hughes Milton  Veterans' Administration
Bozeman Deaconess Alumni  Montana State University Alumna  Billings Clinic Foundation

Other: __________________________
Other: __________________________
Other: __________________________
INFORMATION NEEDED FROM MASTER'S DEGREE CANDIDATES FOR THE ANNUAL RECOGNITION CEREMONY PROGRAM

Name as you want it printed in the program

(Type or print clearly, e.g. Mary A. Smith, BSN, RN)

Name of your Thesis/Project Chair

Title of your Thesis/Project

Identify the expected date of graduation (verified by the signatures below): Semester ________ Year ________

(Signature of Academic Advisor) ________________ (Signature of Thesis Committee Chair) ________________

Do you plan to attend the Recognition Ceremony? YES NO

How many guests do you expect to attend? ___________________________________________________________

The Recognition Ceremony program will list scholarships/honors received by master's graduates (e.g. Sigma Theta Tau) as well as organizational (e.g. ANA) and committee (e.g. CON Research and Evaluation Committee) memberships. Please list your honors, scholarships, associations and committees below and indicate the appropriate year(s).

For example: MNA Nurse of the Year, 1998

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________