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. The guest speaker will be selected by the Faculty Development Subcommittee.

Those honored at the ceremony will include seniors completing baccalaureate requirements during the calendar year of the ceremony. Master of Nursing (MN) degree candidates who are to graduate by August of the current academic year will also be honored at the Recognition Ceremony. Masters 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 Assistant to the Dean assumes responsibility for the processional, the reception and other details of the ceremony. The support staff of the College of Nursing will assist the Assistant to the Dean and the Student Forum Faculty Liaisons as needed. A detailed description of the activities, procedures and responsible individuals is provided in the Recognition Ceremony Guidebook, which is maintained by the Assistant to the Dean.

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-Bozeman 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 its 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.

Reviewed/Approved by:

Level I: Student Forum (March, 2004)
Level II: Associate Dean for Undergraduate Programs (August, 2004)
TO: Undergraduate Candidates, Master's Candidates, College of Nursing Faculty

FR: MSU College of Nursing

RE: MSU College of Nursing Recognition Ceremony

We invite you to the __th Annual Recognition Ceremony that is scheduled for (date). The ceremony will be held in the Shroyer Gym. All participants should arrive no later than one-half hour prior to the beginning of the 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 Shroyer Gym no later than 9:30 a.m. in order to line up. The ceremony begins promptly at 10:00 a.m.

**DRESS:** Attire is requested as follows: undergraduate candidates, 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 a designated faculty member. The student will receive the appropriate pin or ribbon from the Dean, congratulations & diploma covers from MSU administrators and the Campus Director, 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 CANDIDATES:** Please complete the attached information form to facilitate the work of the Assistant to the Dean in planning and preparing the program for the Recognition Ceremony.

**UNDERGRADUATE AND MASTER’S CANDIDATES:** Undergraduate candidates: return the form to the Campus administrative Assistant before Thanksgiving in the year prior to the May 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 Administrative Assistant.
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? (Circle your response) YES NO

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

Do you or any of your significant others need special accommodations? YES NO

If yes, what accommodations are needed? ____________________________________________

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

Identify your actual graduation semester: Semester ________ Year _______

The Recognition Ceremony program will list honors and awards received by graduating seniors. Please list any you have received below, followed by the year(s) the honor or award was received. Thank you!

**Honors**

President’s List: __________________________

Dean’s List: __________________________

Honor Societies (please specify): __________________________

Other (please specify): __________________________

**Awards**

University Scholarships (please specify): __________________________

College of Nursing Scholarships (please specify): __________________________

Other scholarships or awards (please specify): __________________________

**Other Areas of Recognition**

ASMSU (please specify your role): __________________________

Student Forum (please specify your role): __________________________

MSNA (please specify your role): __________________________

Other (please specify): __________________________
MONTANA STATE UNIVERSITY
COLLEGE OF NURSING RECOGNITION CEREMONY
GRADUATE STUDENT HONORS AND AWARDS

Today’s Date: ____________________

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)

Program Option: ____________________________

Name of your Thesis/Project Chair ____________________________

Title of your Thesis/Project ____________________________

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

__________________________________________________________
Thesis/Professional Paper Committee Chair Signature Date

Do you plan to attend the Recognition Ceremony? (Circle your response) YES NO

How many guests do you expect to attend? ________

Do you or any of your significant others need special accommodations? YES NO

If yes, what accommodations are needed? ____________________________

The Recognition Ceremony program will list honors (e.g., Sigma Theta Tau) and scholarships (e.g., Margaret Vojnovich) received by master's graduates, as well as organizational (e.g., ANA) and committee (e.g., Graduate Academic Affairs Committee) memberships. Please list your honors, scholarships, organizations and committees below and indicate the appropriate year(s).

For example: MNA Nurse of the Year, 2002; inducted into Sigma Theta Tau (date); Gladys Nye Stevenson Scholarship (date)