NPS NOTICE 5060

From: President, Naval Postgraduate School

Subj: MARCH 2020 WINTER QUARTER GRADUATION CEREMONY

Encl: (1) Tasks and Responsibilities
      (2) Schedule of Events – Graduation Rehearsal
      (3) Schedule of Events – Graduation Ceremony
      (4) Graduation Ceremony Due Dates

1. **Purpose.** To issue information on the Winter Quarter Graduation rehearsal and ceremony.

2. **Information**

   a. Graduation rehearsal will be on Thursday, 26 March 2020. Attendance is mandatory for all students wishing to attend graduation. Appropriate civilian attire is required.

   b. Graduation will commence promptly at 1000 on Friday, 27 March 2020 in King Hall.

   c. **Uniforms will be as follows**

      1. U.S. Navy: Service Dress Blue
      2. U.S. Marine Corps: Dress Blue Bravo (with badges)
      5. U.S. Coast Guard: Service Dress Blue
      6. Civilians: Appropriate business attire

   d. **Graduation Guest Speaker:** To be announced.

   e. Requests to miss rehearsal or graduation should be routed via a Dean of Students Request Form with justifications through Program Officers to the Deputy Dean of Students. Submit requests no later than 18 March 2020, after all efforts to reschedule conflicting events are exhausted.
3. **Action**

   a. **Rehearsal – 26 March 2020**

      (1) At 0845, commence PhD and Engineer candidate pre-rehearsal with Thesis Advisors and PhD/Engineer candidates. Graduating doctorates will bring their hoods with them to rehearsal.

      (2) At 0900, commence PhD and Engineer candidate rehearsal with Naval Postgraduate School (NPS) leadership, Thesis Advisors, and PhD/Engineer candidates.

      (3) At 0915, commence rehearsal for all other Master’s graduates. Students shall muster along the Root Hall breezeway. The Events Coordinator, Ms. Sonya Solomon, will provide seating row assignments and identify line leaders for each row. These assignments will be posted on the student webpage and in the Root Hall breezeway prior to rehearsal. Name cards for each graduate with special details will be posted in the Root Hall breezeway. Row leaders will ensure all graduates are present, assembled in row order, and have their name cards. Graduates will step off at approximately 0930 to practice the procession into King Hall.

   b. **Graduation Day – 27 March 2020**

      (1) At 0915, graduates will assemble along the Root Hall breezeway. Line leaders will ensure their rows are ready to step off on time.

      (2) At 0930, all faculty and special seating party will assemble in Spanagel Hall outside of room 101A.

      (3) At 0930, a VIP brief will be held in the Elster Conference Room on the Mezzanine of Herrmann Hall.

      (4) At 0945, the platform party will assemble in Spanagel Hall outside of room 101A.

      (5) When directed by the Grand Marshal, the procession will commence toward King Hall in the following order: graduates, faculty, special seating party, and platform party.

   c. **Reception Following Graduation.** All graduates, their families, faculty, and staff, are invited to a reception in honor of the graduates. The reception is held in the Barbara McNitt Ballroom of Herrmann Hall immediately following the graduation ceremony.

   d. **Streaming Video of Graduation.** The graduation will be streamed live for those unable to attend in person at the following location online: [https://www.nps.edu/watchlive](https://www.nps.edu/watchlive).

   e. **Family Friendly Room.** A family friendly room is provided as a service to families with children during the graduation ceremony. The room will be in the basement of King Hall and will display live streaming video of the graduation.
4. **Cancellation.** This notice is cancelled upon completion of the Winter Quarter Graduation ceremony.

\[Signature\]

M. J. GUDMUNDSSON  
Dean of Students

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http://intranet.nps.edu/code00/Notices/not.html
TASKS AND RESPONSIBILITIES

Master of Ceremonies: CAPT Markus Gudmundsson, USN
Coordinator: Ms. Sonya Solomon
Chaplain: CDR Mark Giralmo, USN
Presiding Officials: President VADM Ann Rondeau, USN (Ret.) and Provost Steven Lerman
Guest Speaker: TBA
Grand Marshal: Proffesor Robert Eger
Platform Marshal: TBD
Faculty Marshal: TBD
Military Marshal: TBD
Platform Participants: Deans/Department Chairs/Representative
Del Monte Brass: LT Leland McCarty, USN
Color Guard: PO2 Israel Solis, USN
Photographer: Mr. Javier Chagoya
Audio Visual Support: Mr. Davy Jones
Stage Set-up: Public Works
Mustering: TBD
Ushers: TBD
SCHEDULE OF EVENTS – GRADUATION REHEARSAL – 26 MARCH 2020

0845 PhD/Engineer candidates and their advisors shall be seated in King Hall in preparation for rehearsal with the NPS President, Provost, and Dean of Students.

0900 Commence rehearsal with the NPS President, Provost, and Dean of Students for PhD and Engineer candidates.

0915 All Masters graduates assemble along the breezeway of Root Hall to ensure row assignments and name card information are correct for the procession into King Hall.

0930 Masters graduates step off in order of row assignments into King Hall.

0935 Remarks by Dean of Students.

0940 Dean of Students asks all Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates to stand and proceed to the platform in order to rehearse names and ensure all details on name cards are correct. Students may depart after rehearsal.
SCHEDULE OF EVENTS – GRADUATION CEREMONY – 27 MARCH 2020

0915   Graduates will assemble along the breezeway of Root Hall.

0930   Faculty and Special Seating line up in the hallway of Spanagel Hall for processional.

0930   VIP Brief begins in Elster Conference Room in Herrmann Hall.

0930   Del Monte Brass plays prelude music until 0955.

0945   Platform Party assembles in Spanagel Breezeway.

0955   Del Monte Brass stops playing.

0955   Events Coordinator makes comments about photography and cell phones.

0955   Procession departs Root Hall breezeway on cue from Student Services Officer and halts at the top of the steps of the King Hall auditorium.

Del Monte Brass ends prelude music and begins processional music. Marshals lead procession to their seats in the following order:

- Students
- Faculty
- Special Seating
- Platform Party

Del Monte Brass stops playing.

Dean of Students asks the audience to stand for the presentation of colors and to remain standing for the playing of the National Anthem and invocation.

Honor Guard presents colors.

Chaplain delivers invocation.

Platform Party and audience are seated.

Dean of Students introduces Platform Party and President.

President makes preliminary remarks and introduces Guest Speaker.

Guest Speaker delivers the graduation address.

Guest Speaker moves left and forward of center podium.
President proceeds to center podium and Provost proceeds to right podium.

Dean of Students asks the candidates for the Degree Doctor of Philosophy to please stand and proceed to the platform.

Provost presents each Doctorate candidate.

President confers the Doctorates.

Dean of Students asks the candidates for the Engineer Degree to stand and proceed to the platform.

Provost presents each Engineer Degree candidate.

President confers the Engineer Degrees.

Dean of Students asks the Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates to stand and proceed to the platform.

Provost presents the Degrees Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates to President.

President confers the Degrees Master of Arts, Master of Science, Master of Business Administration, and Executive Master of Business Administration candidates.

Each Dean/Department Chair comes forward to shake hands with their school's graduates and returns to his/her seat.

After all students have crossed and received their completion certificates, President, Guest Speaker and Provost return to their seats.

Dean of Students asks the audience to stand for the benediction.

Chaplain delivers the benediction.

Del Monte Brass plays for the recessional.

Platform party leaves followed by special seating and faculty.

Graduates and guests remain until procession is clear.

Del Monte Brass continues to play for five minutes after recessional.
GRADUATION CEREMONY DUE DATES – 27 MARCH 2020

28 Jan 20  Graduation Pre-Brief (King Hall – 1515-1600).

3 Feb 20  Degree list due from Ed-TEchs to Ms. Sonya Solomon
(EventsCoordinator@nps.edu).

5 Feb 20  1st gallery proofs from Ms. Sonya Solomon to Ed-TEchs for review/corrections.

10 Feb 20  1st gallery proofs due from Ed-TEchs to Ms. Sonya Solomon
(EventsCoordinator@nps.edu).

17 Feb 20  2nd gallery proofs from Ms. Sonya Solomon to Ed-TEchs for review/corrections.

20 Feb 20  2nd gallery proofs due from Ed-TEchs to Ms. Sonya Solomon
(EventsCoordinator@nps.edu).

21 Feb 20  Guest Speaker's bio and picture, as available, due to Events Coordinator,
Ms. Sonya Solomon (EventsCoordinator@nps.edu).

26 Feb 20  With Distinction & Outstanding Thesis names due to Events Coordinator,
Ms. Sonya Solomon (EventsCoordinator@nps.edu).

2 Mar 20  Final script and program gallery proofs due from Ed-TEchs to Events Coordinator,
Ms. Sonya Solomon (EventsCoordinator@nps.edu).

6 Mar 20  Final changes from Provost and President's office, due to Events Coordinator,
Sonya Solomon (EventsCoordinator@nps.edu), to lock in the script.

9 Mar 20  Draft program due to Dean of Students for approval.

16 Mar 20  Final script and program gallery proofs from Events Coordinator,
Ms. Sonya Solomon, to Ed-TEchs for final review/corrections
(EventsCoordinator@nps.edu).

20 Mar 20  All requests to miss rehearsal due to Deputy Dean of Students,
CDR Kenneth Ferguson (klfergus@nps.edu), for final approval by the Dean of
Students.

20 Mar 20  Approved program to DAPS for proof and print.

23 Mar 20  Graduation seating chart completed.

Enclosure (4)
23 Mar 20  Special needs requests submitted to Events Coordinator, Ms. Sonya Solomon.
24 Mar 20  Name cards due to Dean of Students for review.
26 Mar 20  Winter Quarter Graduation Rehearsal.
27 Mar 20  Winter Quarter Graduation Ceremony.