NPS NOTICE 5060

From: President, Naval Postgraduate School

Subj: JUNE 2018 SPRING QUARTER GRADUATION CEREMONY

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

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

2. **Information**

   a. Graduation rehearsal will be held on Thursday, 14 June 2018. Attendance is mandatory for all students wishing to attend graduation. Appropriate civilian attire is required.

   b. Graduation will commence promptly at 1000 on Friday, 15 June 2018 in King Hall. Uniforms will be as follows:

      (1) U.S. Navy: Service Dress White

      (2) U.S. Marine Corps: Blue White Dress Bravo

      (3) U.S. Air Force: Service Dress

      (4) U.S. Army: Army Service Uniform

      (5) U.S. Coast Guard: Service Dress White

      (6) Civilians: Appropriate business attire

   c. Graduation Guest Speaker: Vice Admiral Jan Tighe, USN (Ret), Former Deputy Chief of Naval Operations for Information Warfare, Director of Naval Intelligence

   d. 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. Requests should be submitted no later than 14 May 2018, after all efforts to reschedule conflicting events have been exhausted.
3. **Action**
   
   a. **Rehearsal – 14 June 2018**
      
      (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 Masters 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.
      
      (4) In order to ensure an expeditious check-out, students shall bring their completed and signed check-out sheets to Student Services after rehearsal.

   b. **Graduation Day – 15 June 2018**
      
      (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 will be 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 will be 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 will be cancelled upon completion of the graduation ceremony.

M. J. GUDMUNDSSON
Dean of Students

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

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Master of Ceremonies:</td>
<td>CAPT Markus Gudmundsson, USN</td>
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<tr>
<td>Coordinator:</td>
<td>Ms. Sonya Solomon</td>
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<tr>
<td>Chaplain:</td>
<td>CDR Mark Giralmo, USN</td>
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<td>Presiding Officials:</td>
<td>President Ronald Route, USN (Ret.) and</td>
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<td>Provost Steven Lerman</td>
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<td>Guest Speaker:</td>
<td>VADM Jan Tighe, USN (Ret.)</td>
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<td>Grand Marshal:</td>
<td>Prof. Craig Rasmussen</td>
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<td>Platform Marshal:</td>
<td>TBD</td>
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<tr>
<td>Faculty Marshal:</td>
<td>TBD</td>
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<tr>
<td>Military Marshal:</td>
<td>TBD</td>
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<tr>
<td>Platform Participants:</td>
<td>Deans/Department Chairs/Representative</td>
</tr>
<tr>
<td>Del Monte Brass:</td>
<td>LT Michael Schwartz, USN</td>
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<tr>
<td>Color Guard:</td>
<td>PO2 Alex Shafer, USN</td>
</tr>
<tr>
<td>Photographer:</td>
<td>Mr. Javier Chagoya</td>
</tr>
<tr>
<td>Audio Visual Support:</td>
<td>Mr. Davy Jones</td>
</tr>
<tr>
<td></td>
<td>PO2 Alex Bollman, USN</td>
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<tr>
<td>Stage Set-up:</td>
<td>Public Works</td>
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<tr>
<td>Mustering:</td>
<td>LT Ryan Clifford, USN</td>
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<td>Ushers:</td>
<td>TBD</td>
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SCHEDULE OF EVENTS - GRADUATION REHEARSAL – 14 JUNE 2018

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 turning in check-out sheets to Student Services after rehearsal.
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 ask 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 - 15 JUNE 2018

23 Apr 18  Degree list due from Ed Techs to Ms. Sonya Solomon
            (Eventscoordinator@nps.edu)

24 Apr 18  Graduation Orientation - location - King Hall

25 Apr 18  1st gallery proofs from Ms. Sonya Solomon to Ed Techs for review/corrections

30 Apr 18  1st gallery proofs due from Ed Techs to Ms. Sonya Solomon
            (Eventscoordinator@nps.edu)

7 May 18   2nd gallery proofs from Ms. Sonya Solomon to Ed Techs for review/corrections

10 May 18  2nd gallery proofs due from Ed Techs to Ms. Sonya Solomon
            (Eventscoordinator@nps.edu)

14 May 18  All requests to miss rehearsal due to Deputy Dean of Students, CDR
            Paul Rasmussen (perasmus@nps.edu), for final approval by the
            Dean of Students

21 May 18  Final script and program gallery proofs from Events Coordinator, Ms. Sonya
            Solomon, to Ed Techs for final review/corrections

25 May 18  With Distinction & Outstanding Thesis names due to Events Coordinator,
            Ms. Sonya Solomon (Eventscoordinator@nps.edu)

25 May 18  Guest Speaker's bio and picture, as available, due to Events Coordinator,
            Ms. Sonya Solomon (Eventscoordinator@nps.edu)

25 May 18  Draft program due to Dean of Students for final approval by NPS President

25 May 18  Final script and program gallery proofs due from Ed Techs to Events
            Coordinator, Ms. Sonya Solomon (Eventscoordinator@nps.edu)

30 May 18  Approved program to DAPS for proof and print

30 May 18  Final changes from Provost and President's office, due to Events Coordinator,
            Sonya Solomon (Eventscoordinator@nps.edu), to lock in the script

5 Jun 18   Name cards due to Dean of Students for review

8 Jun 18   Special needs requests submitted to Events Coordinator, Ms. Sonya Solomon
            (Eventscoordinator@nps.edu)
**GRADUATION CEREMONY DUE DATES - 15 JUNE 2018**

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>8 Jun 18</td>
<td>Graduation seating chart completed</td>
</tr>
<tr>
<td>14 Jun 18</td>
<td>Spring Quarter Graduation Rehearsal</td>
</tr>
<tr>
<td>15 Jun 18</td>
<td>Spring Quarter Graduation Ceremony</td>
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Enclosure (4)