

## MEMORANDUM

TO:

Faculty

FROM:

Donzell Lee

Provost & Executive VPAA

RE:

Mandatory Attendance – Fall Commencement 2016

DATE:

September 29, 2016

Faculty members are required to take part in the Fall Commencement Exercise. The line-up for faculty will begin at the Davey L. Whitney Health, Physical Education, and Recreation Complex at 9:15 a.m.

December 9<sup>th</sup>.

Thank you in advance for being on time, for lining up early and remaining in line until the march begins. It is very important to follow the directions of the commencement marshals.

DL:bb

c:

Dr. Alfred Rankins

Deans Chairs