

**OUTLINE OF PROCEDURES  
FOR THE  
2008 HONORS AND OATH DAY CEREMONY  
COLLEGE OF MEDICINE  
HOWARD UNIVERSITY  
MAY 9, 2008**

**STEP I (8:45 a.m.)**

- A. The members of the following groups will assemble in academic attire as designated to form the line of march:**
- 1. GROUP I - The graduating class shall assemble in the lounge area of Cramton Auditorium.**
  - 2. GROUP II - The faculty shall assemble in the lounge area of Cramton Auditorium.**
  - 3. GROUP III - The Dean, the Honors and Oath Day Speaker, his introducer, the Howard University Medical Alumni Association President, the Chaplain, the Associate and Assistant Vice Presidents for Health Affairs, the Associate and Assistant Deans, the University Student Health Center Director, the Interim Health Sciences Library Director, the Office of Continuing Medical Education Director, the Veterinary Services Director, the Curriculum Office Director, the Department Chairmen, the Center Directors, and other platform guests will assemble in the Green Room of Cramton Auditorium.**
- B. All participants in GROUP I shall arrange themselves in pairs in a prearranged order.**
- C. All participants in GROUP II shall arrange themselves in pairs irrespective of any particular order.**
- D. All participants in GROUP III will be arranged in the following order:**
- 1. The Department Chairmen and Center Directors  
The Director, Curriculum Office  
The Director, Veterinary Services  
The Director, Office of Continuing Medical Education**
  - 2. The Interim Director of the Health Sciences Library  
The Director of the University Student Health Center**

3. **The Associate and Assistant Deans  
The Assistant Vice President for Health Sciences**
4. **The Associate Senior Vice President for Health Sciences (Left)  
The Chaplain (Right)**
5. **The President of the Howard University Medical Alumni  
Association (Left)  
The Introducer of the Honors and Oath Day Speaker (Right)**
6. **The Dean (Left)  
The Honors and Oath Day Speaker (Right)**

### **STEP II - (9:20 a.m.)**

- A. **The Associate Dean for Administration and Planning will call the line of march to order.**
- B. **The line of march will proceed to the lobby area of Cramton Auditorium. Group I will be led by the Junior Student Marshals and Groups II and III will be led by the Faculty Marshal.**

### **STEP III - (9:30 a.m.)**

- A. **All participants in GROUP I will proceed to Section C of the Auditorium led by the Junior Student Marshals as follows:**
  1. **Those marching on the left of each pair shall separate from their partners and shall march single file down the aisle between Sections C and D and shall occupy Rows A, C, E, G, J, and L in Section C.**
  2. **Those marching on the right of each pair shall separate from their partners and shall march single file down the aisle between Sections B and C and shall occupy Rows B, D, F, H, K and M in Section C.**
  3. **All participants in GROUP I shall be guided to their row by the Junior Student Marshals and shall remain standing until asked by the Dean to be seated.**
- B. **All participants in GROUP II shall proceed to Section D of the Auditorium, led by the Faculty Marshal, by marching double file down the aisle between Sections C and D and occupying every row beginning with Row D. All in GROUP II shall remain standing until asked by the Dean to be seated.**

- C. All participants in GROUP III will proceed to the front of the Auditorium by marching double file down the aisle between Section C and D and will move on to the platform by means of the steps to their left. All platform participants shall be seated according to a platform seating chart to be distributed beforehand and shall remain standing until asked by the Dean to be seated.

#### **STEP IV - (9:40 a.m.)**

The Dean will bring the program to order and will preside. The ceremony will follow the order as provided in the printed program.

#### **OTHER INFORMATION**

- A. **The Ceremonial Mace:** The ceremonial mace will be placed into a special stand at the front of the auditorium, and will remain there throughout the program.
- B. **Music:** The musician will be notified by a signal from a designated person as to when to begin and end the playing of the march. There shall be no music during the invocation.
- C. **Awards:** Associate and Assistant Deans and the President of the Howard University Medical Alumni Association will present the special awards. There will be no presentation of departmental awards. The recipients of departmental awards will be announced by the Associate Dean for Administration and Planning but will not be asked to come to the platform. Awards will be distributed after the program at the reception.
- D. **Taking of the Oath of Hippocrates:** When directed, the class shall rise with other physicians in the audience to take the Oath of Hippocrates as printed in the program. **THE RIGHT HAND SHALL BE RAISED.**
- E. **Presentation of the Oath of Hippocrates:** Graduating seniors shall proceed, by row, to the platform steps on their right as directed by the Junior Student Marshals. Upon entering onto the platform, each graduating senior shall present to the Associate Dean for Administration and Planning, who will be standing at the podium on the right side of the platform, a card on which will be printed his or her name as it is to be announced. After his or her name has been announced, each graduating senior shall proceed across the stage, shall stop at a designated spot on the platform, and shall face the photographer until a photograph is taken. Each graduating senior shall exit the platform to the left and shall return to his or her seat. Please do not linger on the stage after your photograph has been taken as it

causes delays in the program.

**F. Recessional:** At the close of the program, there shall be a recessional which shall reverse the process of the processional, i.e., the platform party shall exit first, followed by the faculty, and then the graduates. The recessional will be led by the Faculty Marshal. The musician shall begin the recessional march upon the signal of a designated person.

**1. Platform Participants:** The first row shall exit first, shall form pairs upon exiting into the aisle, and shall proceed out the same aisle used when entering (aisle between Section C and D).

**2. Faculty:** The first two rows of faculty to the front shall exit first and shall form pairs upon exiting into the aisle used when entering (aisle between Section C and D).

**3. Graduating Seniors:** The first pair of rows to the front shall exit first, with other pairs of rows to follow in order. Each graduating senior will proceed out the opposite aisle used to enter during the processional. The graduating seniors shall form pairs at the rear of the auditorium before exiting.

**F. Reception:** A reception will immediately follow the program on the plaza in front of the Louis Stokes Health Sciences Library.