

Commencement Ceremony Petition

On rare occasions, a student will request to participate in a graduation ceremony for which he/she is not an actual degree candidate. *Note: This does not apply to August graduates opting to walk in the December ceremony. As there is no Summer Commencement, August graduates wishing to participate in commencement must opt for the December ceremony.* However, a student who wishes to make a petition to walk in a particular ceremony for which he/she is not an actual degree candidate should be aware of the following criteria:

1. The student must file an application for degree with his/her appropriate college for the term in which he/she will complete all degree/course requirements.
2. ***The student's request to walk in a different ceremony is a result of the student's inability to attend their actual ceremony due to an extenuating circumstance (i.e., military assignment, etc.) that will prohibit the student from being in the area at the time of his/her actual graduation ceremony. The request is not considered because of a family member and/or guest being unable to attend the student's actual graduation ceremony.***
3. The student will only be allowed to walk in a graduation ceremony immediately before or immediately after his/her actual graduation ceremony time.
4. The student and his/her department can provide documentation supporting the request to walk outside the original ceremony.
5. **The student's request will be considered only after the Registrar's Office has made final seating arrangements for actual degree candidates.** Final seating arrangements are made approximately one week prior to the graduation ceremony. Due to seating capacity on the coliseum floor, seating is limited to 700 degree candidates per ceremony.
6. The student is aware that his/her name will not appear in the commencement program but it will be announced as the student crosses the stage.
7. The student is aware that the deadline for ordering the cap and gown is prior to the notification from the Registrar's Office on whether the student will be allowed to participate. As a cap and gown are required for the ceremony, the possibility does exist that the student will be unable to rent a cap and gown for the ceremony. The student bears all responsibility for cap/gown rentals or invitation orders prior to the official notification of the status of the request.

In order for a petition to be considered, the following protocol must be followed:

1. The written request must be initiated by the student and approved by the chair/director of the student's major. The request must be submitted to the appropriate Dean's Office for review and approval.
2. The dean of the college must approve the request.
3. If approved by the dean, the petition will be forwarded to the Registrar's Office for final approval.
4. The Registrar's Office will communicate with the student approximately one week prior to the ceremony as to whether the student is able to participate.

The petition must contain the following documentation:

1. A concise, but thorough, statement written by the student that details the extenuating circumstances for the request,
2. Written approval from the *department* and *dean* supporting the student's petition,
3. *Documentation* supporting the claim made in the petition (military orders, job offer, admissions application, etc.),
4. A current local/cell phone number whereby the student can be reached regarding petition status, and
5. This form, signed and dated by the student, acknowledging the terms and conditions of the petition process.

Student Signature

Date

Phone Number

Printed Name

Empl ID