Commencement Ceremony Petition

On rare occasions, a student will make the request that they be allowed to participate in a graduation ceremony for which they are 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 will opt for the December ceremony. A student who wishes to make a petition for walking in a particular ceremony for which they are not an actual degree candidate should be aware of the following criteria:

1. The student has filed an application for degree with his/her appropriate college.
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 as a result 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 official documentation supporting the request to walk outside the original ceremony (i.e. military orders, job offer with starting date, etc). NOTE: As all August graduates are not typically in the area for the fall ceremony, the student must be able to present documentation specifically related to why he/she cannot return for the fall ceremony (military orders, job offer, etc.). The student must demonstrate why their situation is different from all other August graduates.
5. The student is aware that consideration for the request will only be considered once the Registrar’s Office has final seating arrangements made for actual degree candidates. Seating arrangements are made approximately one week prior to the graduation ceremony. Due to seating capacity for the coliseum, seating is limited to the first 700 actual degree candidates.
6. The student is aware that his/her name will not appear in the commencement program but will be called out as the student crosses the stage.
7. The student is aware 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 cap and gowns 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 any responsibility for cap/gown orders or invitation orders prior to the official notification of the status of their request.

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

1. The request must be initiated and approved by the chair/director of the student’s major.
2. The dean of the college must approve the request.
3. A petition approved by the dean 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 whether the student is able to participate. (Note: Actual candidates must be seated prior to considering petitions.)

The petition presented to the Registrar’s Office 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.) with specific detail as to what makes their situation different from other August graduates.
4. A current, local/cell number in which the student can be reached.
5. This form (signed by the student).

_________________________  __________________________  __________________________
Student Signature (PRINT)                Date                                         Phone

________________________________________
Email Address (PRINT)

By signing this form, the student acknowledges their understanding of the petition process.

October 26, 2009 Walking Outside Graduation Ceremony.doc