

**PETITION TO PARTICIPATE IN COMMENCEMENT
PRIOR TO FULFILLMENT OF GRADUATION REQUIREMENTS
(For undergraduates only)**

Student Name: _____

AndrewID: _____ Expected Graduation Date (mm/yy): _____

Primary Major: _____

Total units completed: _____ Total units in progress: _____

University policy regarding undergraduate participation in the May Commencement ceremony:

While degrees are awarded three times during the year (May, August, and December), there is only one formal commencement ceremony held in May. The commencement program includes those students who had graduated the previous December, plus those students expected to graduate in May or upcoming August before the beginning of the next academic year.

All undergraduate students who are certified to complete their studies by the deadline for the expected August graduation during a given calendar year will be allowed to participate in that year's commencement ceremony. Those students who are expected to fulfill degree requirements after May would be listed in the commencement program as August graduates.

Students who are expected to complete their degree requirements **later** than the August deadline will not be allowed to participate and will not be listed in the commencement ceremony program.

In all cases, any students who have fulfilled their graduation requirements by the May deadline would receive their diplomas during the commencement ceremonies. Graduates fulfilling requirements after the May ceremony would receive their diplomas only after completing their requirements.

Exceptions to this policy for undergraduates will only be considered if all of the following conditions apply:

- 1) The student is on track to have 36 units or fewer to complete after Summer semester in order to fulfill graduation requirements.
- 2) Any particular courses needed to fulfill remaining graduation requirements are available to the student to complete no later than the following December.
- 3) The student must be in good academic standing.
- 4) This petition is submitted no later than March 15.
- 5) The student's academic advisor and department head or director of undergraduate studies support the request and see no other relevant factors to warrant denial.

Dietrich College of Humanities
and Social Sciences

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I am requesting permission to participate in the May _____ (year) Commencement ceremony even though I will not have fulfilled all of my academic requirements for graduation by that date. I understand that I may qualify for this policy exception only if I meet the conditions specified above.

Student Signature: _____ Date: _____

Academic Plan – please use the space below to outline your plan to complete the remaining requirements, including what courses you will take, how many units you need and when you expect to complete them. Please include summer courses if applicable.

Academic Advisor: Support Do Not Support
Signature: _____ Date: _____
Comments: _____

Department Head/Director of Undergrad. Studies: Support Do Not Support
Signature: _____ Date: _____
Comments: _____

Office of Undergraduate Studies (OUS) Decision: Approve Deny
Notes: _____

For OUS Use: Copy Sent to Department