

Carnegie Mellon University

Dietrich College of Humanities and Social Sciences

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

First Name: _____ Last Name: _____

Andrew ID: _____ Expected Graduation Date: _____
(month, year)

Home Department: _____

Primary Major: _____

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 (in May). The commencement program includes those students who had graduated during the previous December, plus those students expected to graduate in May or upcoming August before the beginning of the new academic year.

All undergraduate . . . students who are certified to complete their studies by the deadline for expected August graduation during a given calendar year will be allowed to march 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 march and will not be listed in the commencement ceremony program.

In all cases, only students who have fulfilled their graduation requirements by the May deadline would receive their actual 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 be considered only if all of the following conditions apply:

1. The student is on track to have less than 36 units to complete after Spring 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 the last class day before Spring Break of the semester in which the May Commencement ceremony involved occurs.
5. The student's academic advisor, program director (if applicable) and department head approves, seeing no other relevant factor to warrant denial.

STUDENT REQUEST

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)

Please attach a copy of your plan and time line for completing remaining requirements.

Academic advisor/
Program Director Approved Denied no recommendation

_____ _____
Advisor/Program Director signature date

Comments:

Department Head: Approved Denied no recommendation

_____ _____
Dept. Head signature date

Comments:

OFFICE OF UNDERGRADUATE STUDIES DECISION

Approved Denied

NOTES: _____

OUS Signature: _____ Date: _____

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