

## **PROCEDURES TO PARTICIPATE IN COMMENCEMENT CEREMONIES BY EXCEPTION**

**Definition:** An exception is a request to participate in a commencement ceremony in a term that precedes completion of degree requirements. Commencement ceremonies are offered at the conclusion of the fall and spring terms. There is no summer term commencement ceremony. Requests to participate in commencement ceremonies by exception may be granted according to the following guidelines:

- a) Students able to complete all of their degree requirements by the end of the summer term may be granted permission to participate in the preceding spring commencement ceremony.
- b) Students with only student teaching, internship or practicum to be completed may be granted permission to participate in the commencement ceremony preceding their final term.

**Procedures:** Complete a standard graduation application for the term in which you will complete all degree requirements. Complete the Request for Participation in Commencement by Exception form prior to the deadline specific to the semester in which the earlier ceremony will take place. Forms are available online through the Academic Affairs and Campus Advising Network (CAN) Web sites. Completed forms must be returned to the appropriate college or school. Students who qualify and are approved for participation in an earlier ceremony should access the Commencement Office Web site listed below for information on ordering a cap and gown and related activities associated with participation in commencement.

**Deadlines:** The deadlines to apply for Request for Participation in Commencement by Exception are: Fall deadline is the first Tuesday in November. Spring deadline is the Wednesday after Spring Break. Graduation application deadlines are the same as those for participating in commencement by the standard procedures and are also listed below.

**Certification for Graduation:** Participation in a commencement ceremony does not signify completion of a degree. No student will be certified for graduation and awarded a degree and diploma until the appropriate certifying dean has provided the Office of the Registrar with official verification of the completion of all degree requirements. See Internal Governing Policy 50 for details.

**Questions:** Students should direct questions regarding these procedures, deadlines, the application for graduation, and the Request for Participation in Commencement by Exception form to the appropriate certification officer.

Web Site Addresses:

[Application for Graduation](#)

[Application Deadlines](#)

[Commencement Office](#)

Undergraduate Questions:

[College of Arts and Humanities](#)

[College of Education and Professional Studies](#)

[Lumpkin College of Business and Applied Sciences](#)

[College of Sciences](#)

Graduate Questions:

[The Graduate School](#)

Bachelor of General Studies Program:

[School of Continuing Education](#)

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