

REQUEST FOR PARTICIPATION IN COMMENCEMENT BY EXCEPTIONALITY*

For the Fall or Spring Semester

Requests for exceptionality must be submitted to the appropriate dean's office by the first Tuesday in November (Fall commencement) or the first Wednesday after Spring Break (Spring commencement).

Date: _____

Name: _____

Local address: _____

City, State, Zip _____

Phone: (____) _____

E# _____ Degree: _____ Term of Actual Graduation _____

Major: _____

Reason for Exceptionality: **For spring commencement** - I will be able to complete all degree requirements by the end of summer term, OR after spring semester, I only have student teaching, internship, or practicum to complete in the fall.

For fall commencement - I have only student teaching, internship, or practicum to complete in the spring.

Please be specific and detail plans for completing graduation requirements:

If your request is approved, you will be allowed to participate in the commencement ceremony. However, that does not indicate that you have completed all degree requirements.

Student's Signature: _____ Date: _____

Circle College: CLAS COE LCBT CHHS SEL

Request Approved Request Denied by: _____ Date: _____

Reason for Denying Request _____

**Students Requesting to Participate in Spring Commencement by Exceptionality*

- Must have applied to graduate in the summer term and able to complete all degree requirements in the summer, **OR**
- Must have applied to graduate in the fall term and, after spring semester, have student teaching, internship, or practicum as their only remaining requirement to complete in the fall.

**Students Requesting to Participate in Fall Commencement by Exceptionality*

- Must have applied to graduate in the spring term and only have student teaching, internship, or practicum remaining to complete in the spring.

- (Internal Governing Policies -- Policy 50 -- Effective Spring 2006.)

If your request is denied, appeal to the appropriate dean is possible. However, unless unique considerations warrant it, no appeal will be granted if you do not meet the criteria above or the established deadline for submitting your request. The dean's decision is final. Contact the dean's office for additional information you may be required to submit for appeal consideration.

Appeal Approved Appeal Denied by: _____ Date: _____

Reason for Denying Appeal _____

cc: Registrar's Office Commencement Office Student Requesting Exceptionality