

# 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