

INFORMATION & GUIDELINES PERTAINING TO WALK ONLY REQUESTS

COLLEGE OF CRIMINAL JUSTICE SAM HOUSTON STATE UNIVERSITY

This document lists guidelines pertaining to Walk Only Requests for the College of Criminal Justice. Please review the information below *before* completing the Permission to Participate in Commencement Ceremony – Walk Only Request Form.

Please note, if the request is approved, participation in the commencement ceremony **does not signify completion or conferral of degree** - the degree will be conferred in the semester in which ***all*** requirements are met. A new graduation application must be submitted for the term in which degree completion is expected.

Guidelines:

Circumstances

- Students must have **emergency or extenuating circumstances** that would prevent them from participating in the ceremony during the term when degree requirements are fulfilled. Such circumstances may include a death or terminal illness in the immediate family, military service obligations, relocation, etc.
- It is important to note that certain circumstances, such as preference or convenience of a specific ceremony date **will not** be taken into consideration.

Progress towards degree requirements

Undergraduate

- Students should be able to complete remaining degree requirements within one academic semester.

Graduate

- Students must have successfully completed their Thesis/Dissertation Prospectus Defense.

Academic Standing and GPA

- Students should be in Good Academic Standing (not an Academic Standing of Suspension or Termination) and should have a GPA above 2.0 for Undergraduate and 3.0 for Graduate level students.
- Students may be considered if they are slightly GPA deficient AND it is our belief that the GPA deficiency can be overcome with remaining credits in a timely manner.

To submit a Walk-Only Request, please complete the following:

- The section below, listing all lacking degree requirements.
- The Permission to Participate in Commencement Ceremony – Walk Only Request Form (page 2 of this document).
- Graduation Application & fee to the Registrar's office

Please use the box below to list remaining Course(s) or Degree Requirements:

Course Subject and Number	Course Title	Course Credit Hours
<i>Ex: CRIJ 4385</i>	<i>Criminal Justice & Social Diversity</i>	<i>3 hours</i>

(Undergraduate Students ONLY) I am currently registered for the courses listed above to be taken in the semester I intend to complete my degree requirements? Yes ____ No ____

(Graduate Students ONLY) I have successfully completed my Thesis/Dissertation Prospectus Defense? Yes ____ No ____

PERMISSION TO PARTICIPATE IN COMMENCEMENT CEREMONY – WALK ONLY REQUEST FORM

This form is to be completed for students who have applied to graduate (undergraduate or graduate) for a specific term but will be unable to complete the degree requirements within their term of application.

This completed form represents the academic dean's approval to allow a student to participate in the commencement ceremonies when deficient grade points in any academic area (major/minor/overall cumulative/SH overall) and/or when deficient courses required for the degree.

Form may be completed by student and routed to the Academic Dean.

All students **must submit a formal graduation application** to the Registrar's Office **prior to submitting this form to the Academic Dean and Registrar.**

Student Name: _____ SAM ID: _____ GPA: _____

Expected term to complete remaining degree requirement(s): _____

I respectfully request permission to participate in the commencement ceremony for (term) _____.

Please provide your reason(s) for this request and why your reason(s) prevent you from participating in the commencement ceremony during the term you would be completing all degree requirements:

- I understand I will be required to submit a new application for degree in the term for which I intend to complete my degree requirements in full.
- I understand the application fee paid for this current term of graduation will not be refunded, nor will it be applied to a future term application.
- I understand I will be required to pay the fee for application as is valid for the term of my new application, including late fee if applicable.

Student Signature

Date

- ☐ Approved
☐ Denied

Academic Dean's Signature

Date

Note:

Students will be permitted to participate in the commencement ceremony if academic dean approval is granted **and** the application for degree has been completed.

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