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 application to the Registrar’s Office prior to submitting this form to the Academic Dean and Registrar.

Student Name: ___________________________ Sam ID: ________________

I respectfully request permission from my academic dean to participate in the commencement ceremony for (term) ___________________________. My reason(s) for this request are:

________________________________________________________________________

• 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.

☐ Approved
☐ Denied

Student Signature _______________ Date _______________

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.

Revised 1/2/2018