

# PERMISSION TO PARTICIPATE IN COMMENCEMENT CEREMONY – WALK ONLY REQUEST FORM

## College of Science and Engineering Technology Sam Houston State University

### Purpose:

The Commencement Ceremony at Sam Houston State University is a **highly regarded celebratory event** in which degrees are conferred to those students who have completed degree requirements. Family, friends, faculty, and guests gather to celebrate this tremendous achievement and honor those who have earned the accomplishment.

Students, who have not yet met degree requirements, may petition to the academic dean of their respective college to participate in a commencement ceremony, or “walk only”, if presented with circumstances beyond their control. **Requests to participate are extraordinary requests and are only granted in extreme circumstances.** The requests are reviewed in depth and are not taken lightly so that “walk only” attendees do not take away from those who have earned the achievement.

Please review the criteria for consideration below before submitting request:

1. Circumstances
  - a. Students must present extreme and compelling circumstances that would preclude a student from participating in the term in which degree requirements are met. Examples of this include: a death or terminal illness in the immediate family, severe illness of student, military service obligations, etc. You may be asked to provide documentation to support.
  - b. Other circumstances such as: preference of ceremony date, out-of-town travel/relocation, family has already purchased non-refundable ceremony tickets, etc. **will not** be considered.
2. Completion progress towards degree requirements
  - a. Students should be within 6 hours of degree completion and should meet degree requirements within one academic semester.
  - b. Students with more than 6 credit hours remaining **will not** be considered.
3. Academic Standing and GPA
  - a. Students must be in good academic standing and should have a GPA above 2.0 for undergraduate and 3.0 for graduate level students.
  - b. 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.
  - c. Students with an academic standing of Suspension or Termination **will not** be considered.
  - d. Students severely deficient in any GPA area **will not** be considered.

**Participation in the commencement ceremony does not guarantee completion or conferral of degree - the degree will be conferred in the semester in which requirements are met. A new graduation application must be submitted for the term in which degree completion is expected.**

**Please keep in mind that this is a request to participate. Submission of this form does not guarantee participation approval.**

This form, along with proof of current schedule and current grades, should be completed by the student and submitted COSET Office of the Dean via the following email address: [COSET@SHSU.EDU](mailto:COSET@SHSU.EDU). Requesting student will be notified of the Dean’s decision through official SHSU email address on file.

**The 'last day to Q drop full term classes' for a given semester, as outlined by the [Academic Calendar](#), will be the deadline to submit a request to participate; all requests must be submitted to the email above by 5PM. Requests submitted after the deadline may not be considered.**

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Student Name: \_\_\_\_\_ Sam ID: \_\_\_\_\_

Expected term of degree requirement completion: \_\_\_\_\_

Indicate the date/term of commencement you wish to participate in: \_\_\_\_\_

Please indicate why you will not be able to attend commencement following completion of degree requirements and why you wish to participate in the commencement for the term indicated above.

Along with this form, students must also submit verification of currently enrolled coursework schedule and respective current grade for each course. A screenshot of your current Blackboard grade-book will be accepted as verification. These items should be attached to one e-mail and submitted to COSET@shsu.edu for consideration.

Acknowledgment:

By providing my signature below: I understand all students must submit a formal application for graduation to The Office of the Registrar; 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

COSET Office Use Only:

Approve \_\_\_\_\_

Deny \_\_\_\_\_

\_\_\_\_\_  
Academic Dean's Signature

\_\_\_\_\_  
Date