



**Request to Participate in Commencement without Having Met Degree Requirements**

**May only be used if:**

- 1. The student is lacking no more than 6 credits of those required to complete the student’s degree program.

OR

- 2. The student has two majors (or a major and a minor) and is lacking no more than 6 credits of those required to complete the student’s first major degree program. The student has progressed far enough in the second major or the minor that it can be reasonably expected that s/he will graduate in the May or December term after the Commencement Ceremony.

\_\_\_\_\_ 900 - \_\_\_\_ - \_\_\_\_  
Students Name (Please Print) ASU Student ID# (fill in the six missing digits) Major(s)/Minor(s)  
\_\_\_\_\_  
Street Address City State Zip

List detailed requirement(s) missing for graduation and in which major or minor:  
\_\_\_\_\_  
\_\_\_\_\_  
Expected term of graduation: **May** **December**  
Did you submit a graduation application to the Office of the Registrar for the above term? **Yes** **No**

- A graduation application for the appropriate term MUST be on file with the Office of the Registrar prior to submitting this form.
- Students must be registered for the remaining classes for the upcoming semester.
- Submission of this form does not mean that my request to participate has been granted. I will be informed in writing about the status of my request by the Office of the Provost after my request has been evaluated. Such notification is normally made only by e-mail to my ASU e-mail account, but may be made by U.S. mail to the address on the top of this form.
- I am allowed to participate in only one Commencement exercise per degree earned. If I participate in a Commencement Ceremony preceding my degree conferral, I will not be allowed to participate in another Commencement Ceremony and my name will not be listed in the next Ceremony’s program. Participation includes procession, having my name called, walking across the stage, having my picture taken, and the recessional. My name will be in the Commencement program, provided my form is processed before the program is finalized.
- If I am approved to participate in commencement and choose not to participate, I will notify registrar@asurams.edu in writing three weeks prior to commencement.
- If, during the course of the semester, I no longer qualify to participate (e.g., by receiving W or F grades in courses I am taking in current term, or by earning a GPA too low to graduate), my approval to participate will be revoked.
- I will not receive a diploma until I have met graduation requirements, and my transcript will not state I have graduated until I have met graduation requirements.
- My Commencement participation request must be received by the Office of the Registrar by the graduation application deadline (phone 229-500-4358, fax 229-500-4946). Late forms may not be processed.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Faculty Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Dean Signature \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE OF THE REGISTRAR EVALUATION**

Graduation Application on file for: \_\_\_\_\_ Is the student on GPA watch? \_\_\_\_\_

Other Notes: \_\_\_\_\_

- Student qualifies per participation policy
- Student may qualify per participation policy
- Student does not qualify per participation policy
- Registered for remaining classes by upcoming semester

\_\_\_\_\_  
Registrar Signature

\_\_\_\_\_  
Date

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**OFFICE OF ACADEMIC AFFAIRS EVALUATION**

- Request Approved
- Request Approved and student is on GPA watch
- Request Denied

\_\_\_\_\_  
Provost or Associate Provost Signature

\_\_\_\_\_  
Date