

Received:



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**REQUEST FOR EXCEPTION
TO PARTICIPATE IN GRADUATION EXERCISES ON MAY 17, 2019**

A _____, _____
Student ID# Last Name First Name MI

Address: _____
Street/PO Box, Apt # City State Zip Code

Email Address: _____ Telephone #: _____

Academic Program: _____ Associate Degree ____ Certificate ____

Participation in Graduation Exercises (pg 26 of Student Handbook)

The following students are eligible to participate in graduation exercises:

1. Students who have filed an Intent to Graduate form before the deadline. (See page 25 of Student Handbook.)
2. Students who have completed all requirements by the end of Spring Semester.
3. Students who have completed **all but six semester hours** of required credits for the degree or certificate by the end of Spring Semester. These final credits must be **earned before the end of the subsequent Summer Semester**. Students in this category must request permission by completing a request form and submitting it to the Vice President of Academic Affairs **before March 1st** showing how the remaining credits will be earned. The VPAA must approve the plan submitted and will respond to the student in writing. Students who have credits remaining upon graduation are **not eligible for graduation honors**.
4. Exceptions to the above may be made by the President. However, no exceptions will be given after April 1st.

No credentials are issued to the students until they have completed all requirements for the degree or certificate. Students with outstanding balances or overdue library materials will not receive the credentials.

Required course(s) that will not be completed at the end of Spring Semester:

Circumstances for non-completion of program requirements and plan for acquiring remaining program credits by the end of Summer Semester:

Student Signature: _____ **Date:** _____

RETURN THIS FORM TO THE OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS BY MARCH 1st.

___ **Approved** ___ **Not Approved**

VPAA Signature: _____ **Date:** _____

Copies: Student Program Advisor Financial Aid Registrar

Notes:
