

REQUEST FOR PARTICIPATION in COMMENCEMENT CELEBRATION

Many undergraduate programs allow students to participate in the May commencement celebration when a maximum of 2 courses remain to degree completion and remaining coursework will be completed in the following summer term. Most graduate programs do not allow participation in the commencement ceremony prior to completing all degree requirements. Commencement participation eligibility varies by program; see adviser or dean for details. Eligible students choosing to participate in the commencement ceremony must submit an application for graduation *and* this form. It is the student's responsibility to file this completed form with the Registrar's Office located in Gander Hall, Room 138. **This form must be on file no later than November 15th**; signatures of the student's adviser and dean are required. Students will receive notification of the result of this request.

STUDENT INFORMATION (please print; section used for mailing)

Maryville email address: _____

Name: _____

Address: _____

City, State, Zip Code: _____

_____ Maryville student ID

_____ Social security number

▶ **Student's Signature**

Signature

Date

ADVISER'S ACKNOWLEDGEMENT

▶ **Credit Hour Summary**

$\frac{\text{Completed hours to date}}{\text{Completed hours to date}} + \frac{\text{Registered hours in final term}}{\text{Registered hours in final term}} + \frac{\text{Hours remaining to degree completion}}{\text{Hours remaining to degree completion}} = \frac{\text{Total hours at degree completion}}{\text{Total hours at degree completion}}$

▶ **Remaining Coursework** (maximum 2 courses)

Course

Credit hours

Course

Credit hours

▶ **Documentation**

- Transcript attached
- Current registration attached

▶ **Adviser's Signature**

Signature

Date

DEAN'S ACKNOWLEDGEMENT

- Request for participation recommended
- Request for participation not recommended

Comments: _____

▶ **Dean's Signature**

Signature

Date

REGISTRAR'S OFFICE PROCESSING

Comments: _____

- Verification of Credit Hour Summary
- Participation noted in Colleague
- Copy to VPAA office
- Copy to adviser
- Notification to student

Processed by _____

Initials

Date _____