SPECIAL REQUEST TO PARTICIPATE IN COMMENCEMENT CEREMONIES

Undergraduate Students

Only those students who are in a position to complete all requirements for graduation by the end of the spring semester may participate in the commencement ceremony for that academic year. Students to whom degrees have already been awarded during the current academic year (i.e., at the end of the previous summer or fall semester) may also participate in that year’s commencement ceremony.

In extraordinary situations, a student, who requires no more than 12 credit hours for graduation and plans to complete the degree requirements during the summer session immediately following commencement, may petition the Office of the Registrar for special consideration to participate in the commencement ceremony. (Mercer Catalog (2015-2016))

Graduate students may participate according to the policies of their individual schools or colleges. They do not complete this form. However, the advisor/chair/dean must inform the Office of the Registrar of your eligibility to participate in the Commencement Ceremony.

Instructions:

1. Student must complete Section A.
2. The student’s advisor (or department chair or Associate Dean) must complete Section B.
3. The completed form (Section A, and Section B) must be submitted to:
   Mercer University • Office of the Registrar
   Langdale Hall, Room 108 • 1501 Mercer University Drive • Macon, GA 31207

All forms must be submitted no later than March 4, 2016 for all undergraduate students. Forms received after this date will not be considered. Only signed originals will be accepted (no faxed copies). Notification will be sent to your Mercer e-mail address 7-10 days after request is received.

Section A (To be completed by student)

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<th>Name</th>
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<tr>
<td>Mercer ID</td>
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<td>Mercer e-mail</td>
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<td>Telephone</td>
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<td>College/School</td>
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<td>Major(s)</td>
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<td>Academic Advisor</td>
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Student’s signature ___________________________ Date ____________

Section B (To be completed by the Academic Advisor, Department Chair, or Associate Dean)

1. At the conclusion of the Spring 2016 term, this student is expected to have an overall 2.0 or above and meet the minimum major GPA. ☐ Yes ☐ No

2. After completion of the Spring 2016 term, this student must complete the following (please check all those which apply):
   ☐ Course Work (Please list the course(s) that the student needs to register for in the Summer term)
   ☐ Departmental Exit Exam
   ☐ Comprehensive Examination/Senior Project/Recital/Research

3. This student is expected to complete all requirements for graduation by the end of Summer term. ☐ Yes ☐ No

Comments:

_____________________________ ___________________________
Academic Advisor/Department Chair/Associate Dean’s signature Date