# MILLIKIN UNIVERSITY®

## Petition to Participate in Commencement

Commencement: *(Check one)* May _____ December _____      Year _____

Name _____
*(Please print or type)*

Student ID # _____      Date _____

Current Address

Street _____

City _____ State _____ Zip _____

Phone ( _____ ) _____

School: *(Check one)*

College of Arts & Science _____      College of Fine Arts _____      College of Professional Study _____      Tabor School of Business _____

Degree: _____      Major: _____

**Petition to Participate in Commencement Policy**

A student in the last semester of studies, but who will not complete all degree requirements in time to receive the diploma at the next scheduled commencement, may petition to participate in graduation ceremonies.

The student must have the petition approved by his/her adviser, academic Dean and the Registrar. The petition may be approved if the student has **no more than eight credits or no more than two courses left** to complete the degree. The student must show evidence on the petition that all course work will be completed no later than the start of the next term immediately following their last term at Millikin. The Registrar must approve transfer of courses taken at another institution in advance.

The remaining minimum requirements to earn this degree are as follows:_____

_____

_____

My plans to complete the requirements are as follows: _____

_____

_____

Degrees are awarded at the official close of the Fall, Spring and Summer terms. Degrees are granted by vote of the faculty and the Board of Trustees. To be granted a degree, all degree requirements must be complete and confirmed by the Registrar by: February 1 for a degree awarded in Fall term; July 1 for a degree awarded in Spring term; or September 1 for a degree awarded in Summer term. Once a deadline for awarding has passed, no further degrees will be awarded for the respective term except for errors in administrative processing. In cases where course work is completed after the deadline, students may petition the Registrar for a letter confirming the completion of degree requirements and confirmation of pending degree to be awarded at the end of the next term.

Required Signatures:

Student:_____

Faculty Advisor:_____

Millikin Dean:_____

Registrar:_____

Rev Aug 2017