

Commencement Participation Process

Created March 2016 – Effective Spring 2017

Commencement Participation Eligibility:

To be eligible to participate in spring commencement exercises, students must have completed one of the following:

- Student attended the university and/or was awarded a degree during the summer or fall term prior to the commencement exercises. (Example: Commencement exercise May 2017, student must have attended the university and/or graduated in August 2016 or December 2016.)
- Student fulfills all graduation requirements during the spring term in which they are participating in commencement exercises.

Required steps to participate in Commencement exercises:

- 1) File your Graduation Contract or Graduation Planning Sheet with the Registrar's Office no later than the published deadlines for Spring graduates of the current year.
- 2) Attend the Gradation Fair, held in March, to order regalia (cap and gown) and reserve your seat for the graduation event.
- 3) Confirm with your advisor(s) receipt of all honor society, club and organization cords.
- 4) Pick up regalia and graduation packet in the CSU-Pueblo Bookstore the day prior to the commencement exercise.

Graduation Participation Appeal Process:

The appeal process applies to students who do not meet the "Eligibility" requirements listed above.

If a student chooses to appeal the participation requirements, they must complete the attached *Commencement Participation Appeal Form* and submit it to the Office of the Provost by the last day of January of the current event year. Students submitting petitions after this deadline are NOT guaranteed inclusion of their names in the Commencement program or on the Commencement T-shirt.

Students must describe in detail the extenuating circumstances surrounding their request and attach any supporting documentation.

Approval of appeals will be based on identified circumstances and event seating capacity.

Students will be notified of the Provost's decision within 10 business days. If petition is approved, students must complete the following steps:

- 1) Attend the Gradation Fair, held in March, to order regalia (cap and gown) and reserve your seat for the graduation event.
- 2) Confirm with your advisor(s) receipt of all honor society, club and organization cords.
- 3) Pick up regalia and graduation packet in the CSU-Pueblo Bookstore the day prior to the commencement exercise.

Commencement Participation Appeal Form

PID: _____

Name: _____
Last First Initial

Address: _____

Telephone: _____ Email: _____

Expected term/year of graduation: _____ Commencement in May _____

Major: _____

Please describe in detail the extenuating circumstances surrounding your request. (Supporting documentation and additional pages may be attached.)

I acknowledge that in order to have my degree conferred I must complete all degree requirements and submit a graduation contract or planning sheet to the Registrar's Office.

Student Signature

Date

Student Printed Name

Office use only:

Provost approval: _____ Date: _____

Graduation Coordinator approval: _____ Date: _____