

**-Notre Dame de Namur University
Belmont, California
Registrar's Office**

REQUEST TO PARTICIPATE IN COMMENCEMENT CEREMONY
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POLICY

Students who have six (6) or fewer units to complete after May can file a request to participate (“walk”) in the Commencement ceremony. **The six units include all outstanding units:** current Incompletes, CLEP exam results, transfer work from other institutions, and any additional courses to be taken at NDNU.

Degree requirements outstanding after participation (“walking”) in Commencement must be completed by **December 31** of the year of the ceremony. This includes any courses not successfully completed in the final semester (e.g. “F,” “I,” “IP,” and “W” grades).

If the December 31 deadline is not met, students are required to petition the Academic Standards Committee for an extension. The petition must propose a detailed plan, approved by the student’s academic advisor, for how and when the remaining requirements are to be completed.

“Walking” in Commencement is not the same as **“Graduating.”** The graduation date posted on the transcript and on the diploma coincides with the last month of the semester in which all graduation requirements were met: Fall = December, Spring = May, Summer = August.

PROCEDURE

1. **Read Policy** above.
2. Complete **Section I** of the form with your personal information and a description of the courses which will be outstanding at the time of Commencement.
3. Have your Major Advisor complete **Section II**.
4. Bring the completed form to the Registrar’s Office.

(over)

SECTION I

Name: _____ ID #: _____

Major: _____ Advisor: _____

COURSE(S) REMAINING TO BE COMPLETED AFTER COMMENCEMENT:
(include all additional courses, Incompletes, Challenges, CLEP exams, and Transfer Credit)

<u>Course #</u>	<u>Title</u>	<u>Units</u>	<u>Planned Semester of Completion</u>
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Student Signature

Date

SECTION II

I () do () do not recommend approval of this request. REASONS:

Advisor's Signature

Date