

Georgian Court University

“Lacking One Course” Request to Participate in Commencement 2017

(For use ONLY by students lacking one course of 4 credits or less, or one experiential learning requirement)

Student Name (Please Print) 000_ - _____
GCU Student ID#

Street Address City State Zip

List requirement(s) missing for graduation (can be one course of 4 credits or less, or one experiential learning):

Expected term of graduation: August 2017 December 2017

Did you submit a graduation application to the Registrar for the above term? Circle your answer **Yes No**

- I understand that a graduation application for the appropriate term **MUST** be on file with the Office of the Registrar **prior** to submitting this form to the Office of the Registrar.
- I understand that submission of this form does not mean that my request to participate has been granted. I will be informed in writing about the status of my request by the Office of the Provost after my request has been evaluated. Such notification is normally made **only** by email to my GCU email account, but may be made by U.S. mail to the address on the top of this form.
- I understand that I will be allowed to participate in only **one** Commencement exercise for the degree I am earning. If approved for participation in Commencement 2017, I understand that I will **not** be invited to participate in Commencement 2018 when I would have been eligible after having met all graduation requirements and my name will not be listed in that year’s program.
- Participation includes procession, having my name called, walking across the stage, having my picture taken and recessional. My name will be in the Commencement 2017 program provided my form is processed before the program is finalized.
- **I understand that if, during the course of the semester, I no longer qualify to participate (e.g., by receiving “W” or “F” grades in courses I am taking in spring 2017, or by earning a GPA too low to graduate), my approval to participate will be revoked.**
- **I understand that I will not receive a diploma until I actually meet graduation requirements and that my transcript will not state I have graduated until I actually met graduation requirements. I understand that I may be charged a rush shipping fee to cover costs incurred with ordering a cap and gown late.**
- My Commencement participation request must be received by the **Office of the Registrar** by **March 31, 2017** (phone 732.987.2294, fax 732.987.2095). Office usually open 8:30am – 4:30pm Mon-Fri (extended hours until 7pm most Tuesdays).

Student Signature Date

STUDENT: DO NOT WRITE BELOW THIS LINE
OFFICE OF THE REGISTRAR EVALUATION

Graduation Application on file for: _____ Notes: _____

Student qualifies per participation policy Student does not qualify per participation policy

 Request Approved Request Denied

by: _____
Provost or Associate Provost Date

Jan. 17, 2017