

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 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 (2011-2012)

- 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
1400 Coleman Avenue
Macon, GA 31207

➔ All forms must be submitted no later than **March 14, 2012** 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)

Name	
Mercer ID	
Mercer e-mail	
Telephone	
College/School	
Major(s)	
Academic Advisor	

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 2012 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 2012 term, this student must complete the following (please check those which apply):
 - Course Work (Please list the course(s) that the student needs to register for 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