

# Mitchell College

## Request for Participation in the Commencement Ceremony

(Applicants must be within 6 credit hours of completing their BA/BS degree  
Or within 3 credit hours of completing their AA/AS degree and have at least a 2.00 GPA.)

Name: \_\_\_\_\_  
(Please Print)

I wish to participate in the May Commencement Ceremony, however, will not have completed my degree requirements by the date of the ceremony.

After the current term (Spring 2024), I have \_\_\_\_\_ credits remaining to complete all the academic requirements for my degree. While I will not have those credits completed prior to the May Commencement Ceremony, I will be completing them before the end of the Fall 2024 Semester. **These credits must be completed at Mitchell College.**

I understand that I will not receive a diploma during the May Commencement Ceremony. **If my degree requirements are met after the 6/30/2024, I will be considered part of the class of 2025 and will receive my diploma in the mail in May of 2025.**

I further agree that if I am unable to complete my remaining credits by the end of the Fall Semester indicated above, it is my responsibility to re-apply for graduation for the next commencement ceremony after completing my requirements.

The following courses remain to be completed after the May Commencement:

Course	Title	Registered Term
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Student's Signature Date

I verified the accuracy of the information above: \_\_\_\_\_  
Academic Advisor's Signature Date

Request ☐ Approved ☐ Disapproved \_\_\_\_\_  
Dean of Academic Affairs Signature Date

Reason for denial (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_

**This form must be completed and filed in the Registrar's Office by March 1, 2024. The student must also file an Application for Degree with the Registrar.**

Registrar's Office Use Only: Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_