

## Policy Governing Participation in Commencement by Undergraduate Students not on the Graduation List

Rice will consider a request from an undergraduate student to participate in commencement without appearing on the graduation list for that commencement under the following circumstances:

1. By participating in that particular commencement ceremony, the student will be commencing with his/her matriculating class.
2. The request must be made in writing to the Dean of Undergraduates not later than the end of the 7th week of classes (coincident with the university's "drop" deadline in the Spring).
3. The remaining degree requirements must include no more than 12 hours of credit. This must be documented by the Registrar's office degree audit.
4. The request must include a specific academic plan for completion of all degree requirements. The student must be able to and must plan to complete all remaining degree requirements in time for degree conferral in December of the following academic year. This must be documented by the student's major academic advisor and the Office of Academic Advising. The remaining degree requirements must include no courses that can only be taken in a Spring semester.
5. An Application for Degree must be on file in the Office of the Registrar for the December degree conferral.
6. The student must be in good academic standing and must not be on probation or suspension for any disciplinary or honor code violations.

A committee appointed by the Dean of Undergraduates will consider requests and make recommendations to the Dean, who has authority for final approval. Requests will be considered on a case by case basis including the individual student's academic record, other record of accomplishment at Rice, and personal integrity. Consideration of the request will be determined by a careful analysis of the reasons why the student has not completed degree requirements with his/her matriculating class. Valid reasons for consideration include but are not limited to:

1. leave of absence for internships, external academic experiences, civic engagement projects, illness, or family emergency
2. degree programs which require more than 120 hours of credit and therefore more than 8 semesters
3. varsity athletic participation

A request from a student who missed a semester due to a prior suspension, whether academic, disciplinary, or honor code (including Article XII exceptions), will not be approved.

If a student is approved by the Dean to participate in commencement, the student's name will not appear in the commencement brochure but will be read by his/her college master per the usual traditions.

A student may only participate in a single commencement ceremony for each degree received. However, students who receive more than one bachelor's degree in different

years may participate in the commencement ceremony for each of those years. (For example, a student receiving a B.A. in Architecture and B. Arch in different years may commence once for each of them.)

A student who is on the graduation list leading up to commencement but who fails to complete and pass all courses required for degree completion may petition the Dean of Undergraduates for permission to participate in commencement, consistent with the guidelines listed above, even though this will probably occur after the published deadline.



### Undergraduate Request to Participate in Commencement

***Rice University's Early Commencement Participation Process:*** Students who will complete degree requirements one summer or fall semester after their matriculating class may request to participate in the annual commencement ceremony the May preceding their degree conferral date. If approved by the Dean of Undergraduates, the student will walk with their residential college and their name will be called, but they are not receiving a degree, their name will not appear in the commencement program and a diploma will not be ordered for them. As part of the petition process, the following form must be filled out in full and should include the appropriate signatures from the Office of the Registrar, the Office of Academic Advising, and the Major Advisor(s). Request forms should be submitted to the Dean of Undergraduates no later than **February 26, 2016.**

Student Information			
Student ID Number: _____	Name: _____ <small style="display: block; text-align: center; margin-left: 100px;">Last Name</small> <small style="display: block; text-align: center; margin-left: 100px;">First Name</small> <small style="display: block; text-align: center; margin-left: 100px;">M.I.</small>		
Email: _____	Phone: _____		
College: _____	Major(s): _____		
Degree: _____	Number of Credits Remaining: _____		

Reason for Participation in Commencement
<p><i>Briefly describe the circumstances explaining why you are not completing graduation requirements with your matriculating class. Please also provide the reasoning for your request to walk with your matriculating class at commencement, and any other pertinent information. You may attach additional pages as necessary.</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Courses Remaining for Completion of Degree Requirements					
Course	Estimated Complete Date	Major / Univ. Requirement	Course	Estimated Complete Date	Major / Univ. Requirement
		Major University			Major University
		Major University			Major University
		Major University			Major University
		Major University			Major University

1 - Major Requirements Verified	2 - Academic Advising Approval	3 - University Requirements Verified
<p style="text-align: center;">Satisfied      Unsatisfied</p>	<p style="text-align: center;">Satisfied      Unsatisfied</p>	<p style="text-align: center;">Satisfied      Unsatisfied</p> <p style="text-align: center;">Application for degree on file?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
Major Advisor Signature	Academic Advisor Signature	OTR Signature
Major Advisor (please print)	Academic Advisor Name (please print)	OTR Name (please print)
Date	Date	Date