Standard Operating Procedure – “Walking” at Graduation

Responsibility: Associate Dean; College Coordinator

Time Frame: Before the Late Graduation Application Deadline

Definition: The College expects students to attend the convocation ceremony at the end of the semester they complete their degree requirements. However, with the permission of their academic advisor, students may petition to “walk” (participate in) any ceremony. Students completing their degree requirements the previous year (August, December, or May) are eligible to participate in May events. Additionally, students intending to complete requirements during the summer, before the August deadline, may “walk” at the May ceremony.

Students who “walk” are usually no more than two (2) courses short all graduation requirements and register to complete these classes in the following semester.

The May Convocation program will list only those students who submitted a May graduation application by the stated deadline. The December program will list students who applied to graduate in August or December. These students are eligible to “walk” in May.

Procedures:

Step 1: Student—Submit a Graduate and Professional Student Petition

   Step 1a: Check box #12 (Other)
   Step 1b: Write a brief explanation of request in the space provided
   Step 1c: Sign petition and forward to your Academic Advisor

Step 2: Faculty or Academic Advisor

   Step 2a: Review and Approve or Deny request
   Step 2b: Sign and forward to the Office of Graduate Studies

Step 3: Office of Graduate Studies—Associate Dean

   Step 3a: Review and Approve or Deny
   Step 3b: Staff uploads document to OUR/Image Only
   Step 3c: Notify student and upload to MyAdvisor