

# PETITION TO PARTICIPATE IN AN EARLY COMMENCEMENT CEREMONY

Please submit this form **before the last day of the semester (before finals week)**  
**of the term you wish to “walk” in by mail or in person to:**

University of Central Missouri – Registrar’s Office, Ward Edwards, Suite 1000  
**or by e-mail or fax to:** [graduation@ucmo.edu](mailto:graduation@ucmo.edu) or FAX (660) 543-8400

**This petition will only be reviewed for students who have already applied and been approved for graduation.** If you have not yet applied for graduation, please do so first. It will take 1-2 weeks to receive the review of your graduation application. After you have received the results of your graduation application via e-mail you may proceed with this petition.

This petition is for students who have an extenuating circumstance during their final semester that would warrant an exception to be allowed to participate **in the immediate prior terms’ commencement ceremony.** **Approved requests will be charged a non-refundable \$50 “walk early” fee in addition to regular graduation fees.**

**UCM offers two commencement ceremonies per year, May and December.** Per UCM policy, students are invited to participate in the graduation ceremony offered at the end of their last term of coursework. *Students graduating in the summer semester are included in the spring commencement ceremony and do not need to petition to “walk early.”*

**Prior to submitting the form, a “walk early” student must:**

- be enrolled in all remaining coursework (work must show on transcript/Central Degree Audit)
- have all course substitutions, admission requirements, testing requirements, etc., completed (Central Degree Audit must show that all requirements are met or in-progress)
- have a Graduation Application on file in the Registrar’s Office
- be in good academic standing (overall, in major, and in in-progress coursework)
- have no financial holds

**Please PRINT Clearly**

**Name:** \_\_\_\_\_ **Student Number:** 700 \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **E-mail:** \_\_\_\_\_@ucmo.edu

**Degree:** \_\_\_\_\_ **Major:** \_\_\_\_\_

**Graduation Semester (the term you are completing your requirements) (circle one and fill in the year):**

Spring (May)      Summer (August)      Fall (December)      **Year:** 20\_\_\_\_

**Commencement Ceremony you would like to participate in (circle one and fill in the year):**

Spring/Summer (May)      Fall (December)      **Year:** 20\_\_\_\_

**In the space below (or attach a separate document), please describe why you are unable to participate in the commencement ceremony that corresponds with your graduation date.**  
*(If you have additional documentation to support your petition, please attach.)*

***If approved, I understand that:***

- *I will be charged a non-refundable \$50 walk early fee (at the time of approval) in addition to regular graduation fees (billed during the actual graduation term).*
- *this does not change my graduation (degree conferral) date. I will have my degree conferred during the semester in which I complete all degree requirements.*
- *my name will only appear in the Commencement Program and on the Graduation website for the term that I complete my degree requirements and **not** in the early term for which I am approved to participate in a ceremony.*
- *my diploma will be mailed to me 6-8 weeks after my degree conferral date, not after I walk in a ceremony.*
- *my transcript will show that I have completed my degree on my conferral date, not on the date that I walked in a ceremony.*

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**Student Signature**

**Date**

Reviewed by: \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Date: \_\_\_\_\_

Added to spreadsheet     Made note on audit     E-mailed student