REQUEST FOR EXCEPTION TO PARTICIPATE IN SPRING 2016
MASTER'S COMMENCEMENT CEREMONY

DEADLINE: April 27, 2016

Spring 2016 Commencement Ceremony participation requires that a student must have graduated in summer or fall 2015, or completed all requirements to graduate in spring 2016. These spring requirements are two-fold: 1) Graduates must file an application for spring graduation with submission of a Graduation Clearance Form and 2) Graduates must complete an acceptable thesis, project, comprehensive exam, or other approved culminating activity by the spring 2016 deadlines. Application for graduation must be submitted by the February 19 deadline. Completed theses and projects must be submitted in compliance with university specifications per the Guide to Graduate Studies to the Office of Graduate Studies by the April 22 deadline.

A procedure is available for students who do not meet the above requirements and have a compelling reason to walk in the spring 2016 Commencement Ceremony. Please send the statements per the guidelines below via letter or email to jtrombley@csuchico.edu:

1. A letter addressed to Jeanette Trombley at the Office of Graduate Studies requesting to participate in the ceremony citing the exceptional reasons for the request. Please describe the hardship for attending next year, state the status of degree completion, area of study, and your email address.
2. A statement of support from the student’s Graduate Advisory Committee Chair indicating the status of the student's culminating activity and expectations for program completion must also be sent to Jeanette Trombley.

Statements will only be accepted on or before April 27. Early submission is encouraged. The Commencement Committee will review all requests for exceptions to walk and respond by April 29. If the student is granted permission to participate in commencement, the student will receive an invitation to register via email. All Students must submit the electronic registration form by May 2 to reserve a seat for themselves and to gain access to the online ticketing system for their guests.

*** Note: the student’s name will not be included in the current year's program. Student’s names will appear in the 2017 program if all degree requirements are completed by the 16/17 academic year deadlines.

Students must apply or reapply for graduation for the term all requirements will be completed.

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