

Procedures for Participating in an Undergraduate Commencement Ceremony in a Term Other than the Term of Degree Completion

College of Agriculture

Commencement exercises are a public ceremony recognizing the achievement of students who have or will soon complete the requirements to be awarded a degree by Kansas State University. These exercises are held twice a year – in May and December, and are not held during the summer term. Undergraduate students within a semester of graduating are eligible to participate in commencement exercises if extenuating circumstances will prevent their participation in the ceremony held the semester they expect to graduate. Extenuating circumstances include, but are not limited to: study abroad trip, out-of-state internship, military deployment, serious documented illness, or significant documented family emergency. With prior approval by the College of Agriculture Academic Programs Office, students who will complete degree requirements in the Fall or Spring term may participate in a commencement ceremony one semester prior to their term of degree completion OR one semester after their term of degree completion. Requests using the attached form are evaluated on a case-by-case basis.

Please note that students who complete degree requirements in the summer term need not complete this request as these students are allowed to elect to participate in either the Spring commencement prior to their degree completion or the Fall commencement after their degree completion. (Example: A student graduating in Summer 2018 does not need to complete the form to participate in Spring 2018 commencement.)

Request Deadlines Applications for participation in a commencement ceremony prior to or after degree completion must be submitted by **November 15th** for Fall commencement or **April 15th** for Spring commencement.

Note: Participating in commencement is **NOT** the same as graduating. A student who participates in commencement will receive a diploma cover, but will not actually graduate from Kansas State University until all course requirements are met and such requirements have been verified by the College of Agriculture Student Records Office staff. For questions regarding graduation and degree completion requirements, please contact Mishelle Hay-McCammant (mhay@ksu.edu). For questions regarding commencement exercises, please contact Alyson Lister (alister@ksu.edu).

Students participating in a commencement ceremony alternative to their graduation ceremony will not have their names printed in the commencement program. Names are printed only during the term that students will complete their degrees and have applied for graduation by the deadline.

**Application to Participate in Commencement Exercises
In a Term Other than the Degree Completion Term**

Student name: _____ WID: _____
Phone number: _____ Email: _____
Anticipated term of degree completion: (check one) Fall Spring Year: _____
Term of requested commencement participation: (check one) Fall Spring Year: _____

Reminder: Summer graduates need not complete this form.

Number of credit hours in which you are currently enrolled: _____
Number of anticipated credit hours remaining to complete degree at the time of requested commencement (excluding current enrolled hours): _____

Please clearly explain why you will not be able to participate in commencement during the term of your degree completion. Note: If this involves a medical condition or family emergency, please add supporting documentation to verify the situation.

Student signature: _____ Date: _____
Advisor signature: _____ Date: _____

Return completed application to Dr. Shannon Washburn in Waters 117 or by email (sgw@ksu.edu).

For Ag Academic Programs use only:	
Approved Denied	
Student Records: _____	Date: _____
Assistant Dean: _____	Date: _____