

EDINBORO UNIVERSITY OF PENNSYLVANIA

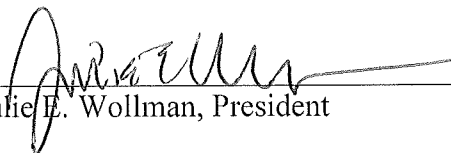
Policy: COMMENCEMENT WALK-THROUGH APPLICATIONS POLICY NO. C039

Supersedes Policy No. C039, Dated 6/17/91, 10/17/92, 10/2/95 and 6/18/13

Recommended for approval by:



Michael J. Hannan, Provost and Vice President for Academic Affairs

Approved By:  on 10-6-14
Julie E. Wollman, President Effective Date

Review Date: As Required

INTENT

It is the intent of this policy to establish guidelines for determining legitimate exceptions to the standard practice of permitting only those undergraduate students who have fulfilled all graduation requirements to participate in commencement exercises.

Exigencies of the academic calendar, the cycle of course offerings, and other extenuating circumstances may leave some undergraduates near completion of their academic programs at the time of the winter or spring commencement, relatively certain to complete remaining University requirements but unable to meet exactly the criteria for graduation set by the University. For reasons of academic integrity, it is the intent of the University to discourage walking through either commencement prior to graduation, but to understand mitigating circumstances when they occur.

POLICY

When extenuating circumstances warrant, the Provost and Vice President for Academic Affairs (or his/her designee) may authorize a student who will complete undergraduate degree requirements during the wintersession following the winter commencement, or the summer session following the spring commencement, to participate in the relevant commencement ceremony, even though University requirements have not yet been met. The actual diploma will not be issued until all University requirements have been completed.

PROCEDURE

1. Students interested in applying for commencement walk-through privileges request an application from the Office of Records and Registration. Completed applications must be returned to the Office of Records and Registration by November 1 for winter

commencement, and April 1 for spring commencement. Failure to do so may result in the omission of the student's name from the printed program, even though the student may have received permission to attend.

2. Students secure a recommendation on the request to walk through commencement from each of the following: academic advisor, department chairperson, and dean of their school, in the form of a signature on the application. The application is then forwarded to the Office of the Provost and Vice President for Academic Affairs.
3. The Provost and Vice President for Academic Affairs (or his/her designee) renders the decision to approve or disapprove all applications. Approval, if granted, will be conditional upon: the rationale for the walk-through request; verification that remaining required courses are scheduled for either wintersession or summer at the time of application; clearance of the degree audit process; and submission of an application for winter or summer graduation. Permission to walk through commencement will be revoked if the applicant alters his/her class schedule to remove remaining required courses.
4. The Provost and Vice President for Academic Affairs notifies the Office of Records and Registration and the applicants regarding approval or disapproval of the requests.

Revised 9/24/14

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***Please obtain a copy of the “Undergraduate
Application to Walk-Through Commencement”
form from the Registrar’s Office.***