

KANSAS WESLEYAN UNIVERSITY

Office of the Registrar PH285, 100 E. Claflin, Salina, KS 67401

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PETITION TO WALK IN MAY COMMENCEMENT

Students who will complete all requirements with only student teaching remaining for the following fall semester, or students with other extenuating circumstances, may petition to the Academic Affairs Committee to participate in the May commencement ceremonies. Students may only participate in one commencement ceremony.

Requirements for Petition to Walk Early:

1. The student must have no more than 12 pending credit hours.
2. The student must provide documentation of how curriculum deficiencies will be completed by the fall semester.
3. A complete Petition to Walk Early request must be submitted to the Office of the Registrar **by the end of the last day of class as listed in the Academic Calendar in the semester prior to Commencement.**

Last Name	First Name	M.I.	KWU ID #
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Major:	Advisor:
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1. Reason for Petition to Walk Early: (please check one)

- Student Teaching during the following Fall Semester
- Extenuating Circumstances (must be used only in cases beyond the control of the student):
 - Recent or Extended Serious Personal Illness/Injury
 - Serious Family Illness/Injury
 - Other Personal Reasons with Significant Impact

2. Include a personal statement that answers the following questions:

- a. What is the reason for the petition to walk early?
- b. What specific steps have you taken/are you taking to address your remaining academic requirements?

3. Include documentation to support your appeal. Examples of helpful documentation are below:

- a. Illness/Disability – Detailed letter on letterhead from physician explaining dates and type of illness, recommended treatment, dates of non-attendance, etc.

4. An approved degree completion plan which should:

- a. Include the specific courses you intend to complete by the conclusion of the fall semester, please list:
 - i. Semester and Year for each course
 - ii. Course Number, Title, and number of credit hours for each course
 - iii. Requirement(s) the course will fulfill (e.g. Liberal Studies History Elective, or Major Requirement, etc.)
 - iv. Your intended major(s), minor(s), and anticipated graduation date (Semester and Year)
- b. Provide documentation of enrollment in transfer courses if applicable

I am requesting permission to participate in the May Commencement ceremony in anticipation of completing all requirements for graduation by the Fall graduation date. I understand that if I do not meet these requirements, this request will not be approved. I understand that if I do not follow the academic plan in this petition by the March 15th deadline, I will no longer be eligible to walk in the May Commencement ceremony.

Student Signature _____ Date _____

Advisor

_____ I have checked this student's academic record and agree that successful completion of current Spring courses, in addition to the summer and/or fall schedule, will qualify for this student for Fall graduation.

Advisor's Signature _____ Date _____

Registrar

_____ I have verified that upon successful completion of all registered courses, this student will qualify for Fall graduation
_____ I have reviewed the student's record and find that he/she does **not** meet the requirements to walk early for the following reason(s):

Office of the Registrar Signature _____ Date _____

Chair of Academic Affairs Committee

Chair of Academic Affairs Committee Signature _____ Date _____

Approve Disapprove