

The UNIVERSITY of MONTANA WESTERN
Early Commencement* Petition

Who should complete this form? Individuals who applied to graduate at the end of the Summer Session (subsequent to Spring commencement exercises) and who'd like to "walk" in commencement exercises schedule prior to the start of Summer classes. ***THIS IS NOT AN APPLICATION FOR GRADUATION!!**

- INSTRUCTIONS:**
1. **Write legibly.** Complete Sections A-E (below). Answer ALL questions (incomplete forms will be rejected).
 2. Attach documentation that verifies statements you make below.
 3. Secure signatures required in Section F.
 4. Sign, date, and return completed form to the Registrar's Office by March 16, 2018.
 5. Read Early Commencement Petition information (including limitations) on the back of this form.

***Definitions:** *Graduation - formal recognition by UMW that an individual has completed requirements for a degree (students must apply to graduate).
*Commencement - a ceremony to recognize those individuals who have graduated.
Graduation Date - usually the last day of the term during which a student completes all requirements for a degree; however, students must apply to be eligible to graduate on a specific date (see grad app deadlines).

SECTION - A - NAME _____

ADDRESS _____

ZIP _____

DEGREE - _____ **MAJOR or OPTION Area -** _____

What is the graduation term and year you indicated on your Application for Graduation form? _____
(Graduation -- Term) (Year)

***I am requesting approval to participate in commencement ceremonies scheduled for (enter month & year below):**

(Month)

(Year)***

SECTION - B - What requirements for the Degree & Major/Option (listed above) have NOT been met? BE VERY SPECIFIC; include course titles, course numbers, rubrics, number of credits, and other pertinent information.

SECTION - C - How will you meet the requirements listed above? BE SPECIFIC, attach supporting statements from faculty, your advisor, or others, approving the plan below.

SECTION - D - When will you complete the requirements listed in Section B above (all requirements must be completed by the end of the Summer Session subsequent to the Commencement date listed above)?

SECTION - E - By completing & signing this form I agree to the limitations & conditions associated with "early commencement" status if my request is approved.

X Student Signature _____ Date _____

SECTION - F - Secure signatures of UM-W officials identified below.*Signatures do not mean approval, but verify your plan is viable option

Graduation Advisor _____ **Date** _____

Advisor or Advising Office _____ **Date** _____

Division Dean or Provost _____ **Date** _____

AASC ACTION: _____ Approved _____ Denied (Rationale outlined in notification to applicant)

Graduation Advisor confirms plan meets all pending requirements: _____ Yes _____ No

COMMENCEMENT EXERCISES - "EARLY COMMENCEMENT" PETITION, PROCEDURE & DEADLINE

WHO'S ELIGIBLE to PARTICIPATE in COMMENCEMENT - Commencement exercises are scheduled once each year at the end of Spring Semester (usually early May). Any member of a graduating class is eligible to participate in commencement exercises; members of a graduating class are: ---students who applied for and graduated (degrees posted to academic records) during the 12-month period prior to the date of commencement exercises (as of end of the previous Summer or Fall terms) and who submitted a Graduation Participation Form within the applicable deadline ---students who will complete all degree requirements by AND who applied to graduate at the end of current Spring term, and who submitted a properly completed and approved Application for Graduation Form and a Graduation Participation Form within the appropriate deadlines, are eligible to participate in commencement exercises.

Exceptions to members of a graduating class - Students within six (6) or fewer credits of completing requirements for a degree and who applied to graduate and will complete those requirements by the end of Summer Session immediately following commencement exercises may petition to participate in commencement exercises; this is referred to as "early commencement". To petition for early commencement, students must submit (see applicable deadlines below): (1.) a properly completed/approved Application for Graduation, and, (2.) a properly completed/approved Early Commencement Petition (for review by the Academic Admissions & Standards Committee).

Deadline - The absolute deadline for submission of an Early Commencement Petition is March 15, 2019 (prior to commencement).

Limitations / Conditions - An individual's placement in a graduating class is based upon when s/he actual completes graduation requirements; only individuals who actually graduate during the 12-month academic year ending Spring term (Westerns' academic year begins with the Summer term) become part of the graduating class for that year. By petitioning for early commencement an individual acknowledges that s/he is not part of the current graduating class and consequently is not eligible for graduation with honors or other awards or recognition associated with individuals who complete all degree requirements on/by the end of the current academic year. Early commencement petitioners are identified as such in the commencement bulletin.

GRADUATION DATE - Your "graduation date" is the end of the term during which you will complete ALL degree or program requirements, not the date of commencement. For example, if you complete all requirements as of the end of Fall semester, your graduation date is the end of that term not the date of the next commencement exercise in May. Likewise, if you complete all requirements for a degree at the end of Summer Session, your graduation date is the end of that session not the date of commencement exercises in May. Only students who complete requirements on/by the end of Spring term will use the date of commencement as their "graduation date". **Applicants who fail to complete all degree requirements by the specified graduation date indicated on their graduation application must reapply and pay applicable fees** (all courses completed/graded and paperwork submitted).