MarymountManhattan

Special Request for Permission to Participate in Commencement Ceremony

PURPOSE OF THIS FORM: Students who will have outstanding academic requirements **(6 credits or fewer)** and/or financial obligations at the end of the spring semester but who wish to participate in the Commencement Ceremony must submit this form along with the required supporting documents. Students who are on track to complete all of their academic requirements and have no HOLDS by the end of the spring semester are automatically invited to participate in the Commencement Ceremony.

Please complete all relevant sections and return the completed form, along with supporting documents, to the Center for Student Services.

IMPORTANT: Participating in the Commencement Ceremony is not an indication of graduation/degree completion. The official date of graduation will be determined after the student has fulfilled all degree requirements. Students who fail to submit this form by the required date may not have their names listed in the Commencement Program.

Student's Name: _____ Student's ID Number: _____

SECTION I: I will have outstanding academic requirements at the end of the spring semester
At the end of the spring semester, I will have **6 or fewer credits** outstanding to complete my degree requirements. To complete these requirements (check all that apply):

- ☐ I am registered in courses at MMC during the summer session(s) and I have paid for these courses. (Attach proof of registration and payment)
- ☐ I am registered in courses at another school during their summer session(s) and I have paid for these courses. NOTE: These classes must be taken during a defined summer session with a completion date no later than August 15th with a transcript sent to the Center for Student Services by August 30th. (Attach proof of registration, payment and approved "Permission to Take Courses at Another Institution" form)
- ☐ I will complete these credits through examination (CLEP/Language Proficiency Exam) & have my official test scores sent directly to the Center for Student Services by August 30th. (Attach proof of exam registration)

SECTION II: I will have outstanding financial obligations at the end of the spring semester

- ☐ I have met with a staff member in the Center for Student Services and have an approved plan to fulfill my outstanding financial obligations.
- ☐ I have an appointment in the Center for Student Services to review a plan.
- ☐ I have borrowed federal loans and have completed the required online Exit Counseling Session.

A DECISION ON YOUR REQUEST WILL BE EMAILED TO YOUR MMC E-MAIL ACCOUNT AFTER IT IS REVIEWED.

Student's Signature: _____

CSS Signature: _____

Date Received: _____

Permission Granted: ☐ YES ☐ NO

Date Reviewed: _____ Date Student Notified: _____