A WORD ABOUT YOUR PARTICIPATION IN COMMENCEMENT:

If all degree requirements are confirmed, your diploma will be handed to you during the ceremony. We need to know who will be present so the process will move smoothly. The University expects all students who complete their degree requirements in May to participate in the May Commencement Ceremonies. **If you do not plan to participate, you must write to the dean of your college and request permission to graduate *"in absentia."*** Your dean will examine your request and forward the approved request to Registration and Records. If your request is approved, we will remove your name from the list. We appreciate your cooperation.

As you cross the stage, your dean will read your name and any Latin or departmental honors you have earned. If you anticipate a problem with the pronunciation of your name, please fill out the form below and return it along with your Application for Graduation to the Office of Registration and Records. We will pass this form on to your dean for his/her use.

Special Request:

I will attend commencement on _____ and I want to be sure my name is pronounced correctly from the stage.

My name is:_____
First Middle Last

The phonetic pronunciation of my name is:

College of Enrollment: _____

Please return to the Office of Registration and Records, Butler University, 4600 Sunset Avenue, Indianapolis, IN 46208

Addresses

It is your responsibility to make certain that the Office of Registration and Records has the correct mailing address for you, and if you are an undergraduate student, for your parents. The addresses will be used for further announcements.