

BUTLER UNIVERSITY

Request for Permission to Walk at Commencement

Please submit this form to your College Dean's Office (locations listed below)

This form is used to request permission to participate in the Commencement ceremony even though you will not have met graduation requirements by the time of Commencement. **You must have already completed the Butler Cultural Requirement (BCR) before the request is reviewed (excludes JCA candidates).** You must also have a plan to meet graduation requirements by the end of the summer session following the ceremony with no more than 9 hours needed to complete your degree. If you are a COE candidate, you must have no more than 12 hours remaining for completion of the degree (exceptions for COE candidates include those pursuing an additional licensure area that requires further course work).

*****Deadline to submit this form for May Commencement: the 3rd Friday of March*****

Note: You will not receive a diploma at Commencement; a diploma will be granted after all graduation requirements have been met. You must still apply for graduation for the semester in which your graduation requirements will be completed.

Student Name _____ Date _____

ID Number _____ Advisor _____

Primary Major _____ Date of Commencement Requested _____

LSB HB120 CCOM FB218 LAS JH237 JCA LH138 COE JH180 COPHS PB107

Plan to fulfill graduation requirement:

- I have completed 8 Butler Cultural Requirements: or I am a JCA candidate:
- Number of Credit Hours needed to complete your degree after Commencement: _____
- Please list the **courses you plan to take with title, credit hours, enrollment date and university**. Note: If you do not plan to take the courses at Butler, please list where the courses will be taken; in this case, you will also need to submit a Transfer Course Approval form and a form requesting Permission to Intrude in the last 30 hours at Butler.

1. _____
Course title, credits, semester enrollment date and university

2. _____
Course title, credits, semester enrollment date and university

3. _____
Course title, credits, semester enrollment date and university

Student Signature & Date _____

By signing this form, you acknowledge that you have discussed this request with your advisor.

Permission to walk in the Butler University Commencement ceremony granted:

Dean's Signature

Date

Copy to: Student Advisor Department Chair Registration & Records