POLICY:

PERMISSION TO WALK PRIOR TO COMPLETION OF ALL DEGREE REQUIREMENTS

Emory College of Arts and Sciences awards degrees three times a year: May, August, and December. However, we have only one set of commencement ceremonies in May where we award degrees publicly. To accommodate students who wish to participate in the May Commencement but who do not fall under the normal four-years-to-degree model, the College has established the following set of guidelines.

Normally, the Request for Permission to Walk with the Graduation Class is submitted at the beginning of the Spring Semester of the student’s last year in the College.

GENERAL GUIDELINES:

1.) Students are permitted to walk in the Commencement ceremonies of their entering class. This Commencement usually occurs four years after entering Emory or Oxford College for students who began as freshmen. Students may not participate in Commencement early (for example, after only three years) unless ALL requirements are completed. Of course, students who graduate early may always return and walk with their entering class the following May.

2.) Students seeking to participate with their entering class may request “Permission to Walk” with their class if they lack no more than 16 hours of additional coursework or other requirements that will be fully completed the Summer or Fall semester immediately following the May Commencement.

3.) Students canceled from the Graduation List due to unsatisfactory coursework on Grade Roll Day (Friday before Commencement) will be notified and automatically granted permission to walk in the Commencement Ceremony by the Dean of the College, and therefore, do not need to complete a Permission to Walk form.

4.) Students studying abroad who are planning to graduate and who anticipate that their grades might not be posted by Grade Roll Day do not need to submit a Request for Permission to Walk with Class. These students will be notified and automatically granted permission to walk in the Commencement Ceremony by the Dean of the College.

5.) Students receiving a dual degree from Emory and Georgia Tech are permitted to participate in the Emory Commencement if their entering class is graduating and they have 16 hours or less left to complete the Emory Degree. Dual degree students who have not yet completed all requirements for the Georgia Tech degree may participate fully in the Emory Commencement if all requirements for the Emory Degree are met.

6.) Please be aware that when Permission to Walk is granted, the student will receive at Commencement a folder with a letter indicating “Permission to Walk” instead of the student’s Diploma (the audience will not be made aware of this fact). While all names will be read aloud and all students will walk across the stage, the students should also be aware that their names will NOT be printed in the Commencement Program because of that document's official status. All students who officially receive their degrees in the August or December following the Spring Commencement when they walked will instead have their names appear in the Commencement program the following May.

SUMMER OR FALL GRADUATES ONLY:

If a student receives a degree in August or December and did not receive Permission to Walk with his or her class or was not eligible to walk in the prior May graduation, he or she may walk in the Commencement exercises that will occur the following May after the student receives the degree. If a student chooses to participate in May Commencement, the student should indicate this on the Summer or Fall Degree Application and no further action is necessary. The diploma for Summer and Fall graduates will be mailed within six weeks after the student’s graduation date to the address listed on the degree application.

SPRING SEMESTER GRADUATES ONLY:
Degree Awarded in Absentia

Though most graduates find Commencement to be a meaningful experience, we do not require that students attend graduation. However, students who wish to graduate in absentia must obtain permission from the Dean or his/her designee. In this case, the diploma will be mailed to the address listed on the Degree Application.
Request for Permission to Walk with Graduating Class/Permission to Graduate in Absentia

Please check appropriate request:

____________________ REQUESTING PERMISSION TO WALK WITH MY CLASS   Spring Semester Year __________
____________________ REQUESTING PERMISSION TO GRADUATE IN ABSENTEA

Fill in the biographical data and return the form with your original signature to Suite 300, White Hall.

NAME

LAST

FIRST

MIDDLE

STUDENT ID # ___________________________ E-MAIL ___________________________ CELL ___________________________

IF YOU ARE REQUESTING PERMISSION TO WALK, LIST THE COURSES STILL NEEDED TO GRADUATE:

IF YOU ARE REQUESTING GRADUATION IN ABSENCE:

DIPLOMA MAILING ADDRESS (ABSENTIA)

STUDENT’S SIGNATURE ___________________________ DATE __________

OFFICE USE ONLY: DECISION WILL BE INDICATED AND EMAILED TO STUDENT

I am pleased to approve your request, and allow you to take an additional course(s) over ___________________________ Semester/Year

Of course, this provisional approval assumes successful completion of your course(s) in the upcoming semester. You must complete the degree application process in the beginning of the semester in which you wish to graduate.

You will receive a Commencement information packet via email.

***PLEASE NOTE that when Permission to Walk is granted, the student will receive at Commencement a folder with a letter indicating “Permission to Walk” instead of the student’s Diploma (the audience will not be made aware of this fact). While all names will be read aloud and all students will walk across the stage, the students’ names will NOT appear in the Commencement Program because of that document’s official status. All students who officially receive their degrees in the August or December following the Spring Commencement when they walked will instead have their names appear in the program the following May.

______ You are not eligible to participate in Commencement for the following reason(s):

1. This is not your entering Emory class
2. You have more than 16 credit hours to complete
3. You will not finish your coursework in the next fall or summer semester

Additional Comments:

__________________________

______ I give permission to graduate in absentia.

REPLY SENT TO STUDENT: YES □  NO □  DATE SENT: ___________________________

DEAN OR DESIGNEE’S SIGNATURE ___________________________ DATE __________

For additional information contact: Dean Priscilla Echols (pechols@emory.edu) or Dean Meggan Arp (mjarp@emory.edu) Office for Undergraduate Education, 300 White Hall