

# Eastern University

## REQUEST TO PARTICIPATE IN COMMENCEMENT



Use this form to request to be included in the May commencement ceremony if you are planning to complete your final credits during the summer (by August 31<sup>st</sup>). Please note that, even if you are permitted to walk in May, your official graduation date will be August 31<sup>st</sup>.

**You will not be added to the commencement list until you provide the required documentation as noted below for all credits that you need to complete your degree. You will be notified by email when all material has been received and your request has been reviewed. If you would like your name printed in the commencement program, all documentation is due by the first week of April.**

- 1) If you are taking classes during the summer at Eastern, you must be registered for your classes before you can be cleared.
- 2) **Eastern requires the last 32 credits of your degree to be taken at Eastern, so if you are taking classes elsewhere, you must have an Exception to Policy (ETP) approved first.**
  - a. Courses taken at another institution: proof of enrollment in your course(s) at the other institution must be submitted. All courses taken at other institutions must be pre-approved before registration using a *Permission to Take Coursework Elsewhere* form.
  - b. CLEP exams or a first aid/CPR class: you must provide proof that you have paid for the exam or class as well as proof of the date and location that you have scheduled.
  - c. Completing test-outs: you must provide proof that you have paid for the test-out.

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Email address: \_\_\_\_\_

Where are you taking your final credits? \_\_\_\_\_

Please provide details of your completion plan, including course names and dates. (Please attach additional explanation if needed)

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By my signature below, I request participation in the May commencement ceremony and commit to complete the course(s) referenced above before August 31st.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Email scanned documents to [registra@eastern.edu](mailto:registra@eastern.edu) or Mail to: Eastern University, Office of the Registrar, 1300 Eagle Road, St. Davids, PA 19087

**☞ If taking courses elsewhere, please remember to submit an official ☜  
transcript to the Eastern University Registrar's Office upon completion**

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(Registrar's Office Use Only)

➤ Approved Conditions: \_\_\_\_\_

➤ Denied Reason: \_\_\_\_\_

Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_