

Andrews University

GRADUATE

APPLICATION TO MARCH IN GRADUATION WITHOUT COMPLETION

(See marching policy on the back)

Name _____ ID _____
Last First

Phone _____ E-mail address _____

Degree _____ Area _____

I am applying to march _____ (See the Bookstore to order regalia)
(month / year)

I would like my name listed in the graduation program as follows:

My current INCOMPLETES / DEFERRED GRADES needed for Graduation are the following:

After this semester I will be lacking the following courses/requirements to complete my degree:

Course: _____ Credits _____

I have read the marching policy. I fully understand that this gives me permission to march only. Conferral of my degree will take place on the official graduation/degree conferral date (May, August or December) following completion of all degree and graduation requirements. I will then receive my diploma. I also understand that by choosing to march now, I may not participate for a second time.

I have submitted the *Graduation Application* to graduate in _____
(Month/year)

Student's Signature _____

Date _____

GRADUATE RECORDS ACTIONS:

APPROVED _____

DENIED _____

Reasons for denial: _____

PARTICIPATION IN GRADUATION CEREMONIES

Graduation ceremonies are intended to recognize students who have completed all degree requirements and to celebrate their achievements. Students who are nearly completed with their degree requirements are also permitted to march and participate in the celebration within guidelines designed to maintain integrity of the degree-awarding process.

Participation without completion applies only to students on the Andrews University **main campus**. Candidates from affiliation and extension sites must complete all degree requirements and obtain clearance through the Affiliation and Extension Programs Office to participate in main campus graduation ceremonies.

Those who complete all degree requirements and choose to graduate in absentia forfeit their right to participate in a later graduation ceremony. Those who participate in a graduation ceremony before completing all degree requirements under the terms specified below may not participate for a second time when they complete their requirements.

Upon submission of their APPLICATION TO MARCH IN GRADUATION WITHOUT COMPLETION by the published deadline, students are authorized academically to participate in graduation ceremonies when they meet one of the following criteria: (Note: Student must have submitted their Advancement to Candidacy form)

1. Following registration for the term culminating in a Spring or Summer graduation ceremony, they fall within one of the following categories:
 - a. Master or Specialist students without a thesis or project option who have been advanced to degree candidacy, lack no more than 4 semester credits for completion and by the official deadlines have met all other graduate degree requirements, including passing comprehensive exams (if required in the program). *Credits lacking include I's, DG's and unregistered work*
 - or
 - b. Master or Specialist students with a thesis or project option who have completed all coursework, passed comprehensive exams (if required) and obtained approval of their thesis/project by the appropriate graduate committee, but have yet to file the thesis/project, as required. Notification of thesis/project approval must reach the Academic Records Office not later than 11:30 am on Friday, one week before graduation.
 - or
 - c. Graduate students who lack only completion of an unregistered practicum or internship or student teaching requirement which could be expected to be completed before the next graduation event.
 - or
 - d. Master of Divinity students who lack no more than 6 semester credits for completion, including practical field work courses. *Credits lacking include I's, DG's and unregistered work*
 - or
 - e. Doctoral students who have completed all coursework, have met all graduate degree requirements, including passing comprehensive exams, and no later than four weeks before the graduation ceremony obtain approval of the appropriate graduate committee following successful defense of their dissertation/project (if required in the program), with one of the following results: "Accept the dissertation/project as defended" or "Accept the dissertation/project with minor revisions." For candidates whose result is "Accept the dissertation/project with major revisions" written notification from their committee that they have made satisfactory revisions as required must reach the Academic Records Office no later than 11:30 am on Friday, one week before graduation.