



# Rice University

Office of the Dean of Undergraduates · Sewall Hall, Suite 352

## Undergraduate Request to Participate in Commencement

**Rice University's Early Commencement Participation Process:** Students who will complete degree requirements one summer or fall semester after their matriculating class may request to participate in the annual commencement ceremony the May preceding their degree conferral date. If approved by the Dean of Undergraduates, the student will walk with their residential college, and their name will be called, but they are not receiving a degree, their name will not appear in the commencement program, and a diploma will not be ordered for them. As part of the petition process, the following form must be filled out in full and should include the appropriate signatures from the Major Advisor(s), the Office of Academic Advising, and the Office of the Registrar. Request forms should be submitted to the Office of the Registrar **and** the Office of the Dean of Undergraduates no later than **Friday, February 28, 2025**

### Student Information

Student ID Number: \_\_\_\_\_ Name: \_\_\_\_\_  
Last Name First Name M.I.

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

College: \_\_\_\_\_ Major(s): \_\_\_\_\_

Degree: \_\_\_\_\_ Number of Credits Remaining: \_\_\_\_\_

### Reason for Participation in Commencement

Briefly describe the circumstances explaining why you are not completing graduation requirements with your matriculating class. Please also provide the reasoning for your request to walk with your matriculating class at commencement, and any other pertinent information. You may attach additional pages as necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Courses Remaining for Completion of Degree Requirements

| Course | Estimated Complete Date | Major / Univ. Requirement | Course | Estimated Complete Date | Major / Univ. Requirement |
|--------|-------------------------|---------------------------|--------|-------------------------|---------------------------|
|        |                         | Major University          |        |                         | Major University          |
|        |                         | Major University          |        |                         | Major University          |
|        |                         | Major University          |        |                         | Major University          |
|        |                         | Major University          |        |                         | Major University          |

| 1 - Major Requirements Verified |             | 2 - Academic Advising Approval       |             | 3 - University Requirements Verified   |             |     |
|---------------------------------|-------------|--------------------------------------|-------------|--|-------------|-----|
| Satisfied                       | Unsatisfied | Satisfied                            | Unsatisfied | Satisfied  | Unsatisfied | Dec |
|                                 |             |                                      |             | Expected Graduation: <input type="checkbox"/> Aug <input type="checkbox"/> Dec |             |     |
| Major Advisor Signature         |             | Academic Advisor Signature           |             | OTR Signature  |             |     |
| Major Advisor (please print)    |             | Academic Advisor Name (please print) |             | OTR Name (please print)  |             |     |
| Date                            |             | Date                                 |             | Date   |             |     |

## Policy Governing Participation in Commencement by Undergraduate Students not on the Graduation List

Rice will consider a request from an undergraduate student to participate in commencement without appearing on the graduation list for that commencement under the following circumstances:

1. By participating in that particular commencement ceremony, the student will be commencing with his/her matriculating class.
2. The request must be made in writing to the Dean of Undergraduates not later than the end of the 7th week of classes (coincident with the university's "drop" deadline in the Spring).
3. This form must be completed in order - Major Advisor must sign off before Academic Advising and finally the Office of the Registrar. Form must also be submitted to [ugdean@rice.edu](mailto:ugdean@rice.edu).
4. The remaining degree requirements must include no more than 12 hours of credit. This must be documented by the Registrar's office degree audit.
5. The request must include a specific academic plan for completion of all degree requirements. The student must be able to and must plan to complete all remaining degree requirements in time for degree conferral in December of the following academic year. This must be documented by the student's major academic advisor and the Office of Academic Advising. The remaining degree requirements must include no courses that can only be taken in a Spring semester.
6. An Application for Degree must be on file in the Office of the Registrar for the December degree conferral.
7. A request from a student who missed a semester due to a prior suspension, whether academic, disciplinary, or honor code (including Article XII exceptions), will not be approved.
8. The student must be in good academic and disciplinary standing and must not be on probation or suspension for any disciplinary or honor code violations. The student must not be under investigation for disciplinary violations, or have pending Code of Conduct or Honor Code proceedings against them. If a violation prevents the student from graduating, the request will not be approved.

A committee appointed by the Dean of Undergraduates will consider requests and make recommendations to the Dean, who has authority for final approval. Requests will be considered on a case by case basis including the individual student's academic record, other record of accomplishment at Rice, and personal integrity. Consideration of the request will be determined by a careful analysis of the reasons why the student has not completed degree requirements with his/her matriculating class. Valid reasons for consideration include but are not limited to:

1. leave of absence for internships, external academic experiences, civic engagement projects, illness, or family emergency
2. degree programs which require more than 120 hours of credit and therefore more than 8 semesters
3. varsity athletic participation

If a student is approved by the Dean to participate in commencement, the student's name will not appear in the commencement brochure but will be read by his/her college magister per the usual traditions.

A student may only participate in a single commencement ceremony for each degree received. However, students who receive more than one bachelor's degree in different years

may participate in the commencement ceremony for each of those years. (For example, a student receiving a B.A. in Architecture and B. Arch in different years may commence once for each of them.)

A student who is on the graduation list leading up to commencement but who fails to complete and pass all courses required for degree completion may petition the Dean of Undergraduates for permission to participate in commencement, consistent with the guidelines listed above, even though this will probably occur after the published deadline.