

Request for August Candidate to Participate in April Commencement by Exception

Procedures and Guidelines

April 2019 Ceremony

- Students who plan to **graduate** in August but wish to **participate** in April must
 - Submit a request form no later than March 15
 - <https://www.emich.edu/registrar/documents/commencement-form.pdf?v=2019-01-11T18:06:22Z>
 - Meet minimum cumulative GPA requirements
 - Undergraduates
 - 2.5 current cumulative GPA
 - Graduates
 - 3.25 current cumulative GPA
 - Meet hours requirements
 - Undergraduates
 - No more than 12 hours remaining
 - Graduates
 - Must have completed at least 21 graduate hours
 - Must apply for August graduation between February 1 and March 15

- When a request form is received
 - SHATCMT is coded
 - Event: AWC
 - Originator: 2 character code of the college (AA, AS, BU, ED, HH, TC)
 - Decision: RECD
 - Grade: Term of ceremony
 - Effective date: Date of receipt
 - Each Monday, SHATERM is printed for newly received forms & cumulative GPA and remaining hours are checked (uAchieve or Program of Study)
 - If don't meet GPA and/or hours requirements, email sent from Chris with denial
 - SHATCMT decision is updated from RECD to NO
 - If meet GPA and hours requirements, email sent from registrar@emich.edu with conditional approval
 - SHATCMT decision is updated from RECD to CNDT (see attached email)
 - Each Monday (February 4 – March 18), report of CNDT students is run
 - SHADGMQ is checked to see if they have applied for graduation
 - If yes, SHATCMT decision is updated from CNDT to YES
 - If no, SHATCMT decision remains CNDT



Records and Registration <records_and_registration@emich.edu>

Commencement Request

1 message

Records and Registration <records_and_registration@emich.edu>

Fri, Jan 18, 2019 at 8:12 AM

Good morning,

We are happy to inform you that you've been conditionally approved to participate in the April commencement ceremony on April 28, 2019. **In order to be fully approved, you must apply for August 2019 graduation through your my.emich account between February 1st and March 15th.**

An official email approval will be sent after you've applied. Please visit the commencement website at www.emich.edu/commencement for ceremony details, ticket and regalia information.

Thank you,
Office of Records and Registration
734.487.4111

****ALWAYS remember to include your student number in all EMU correspondence, if applicable, to ensure the best assistance possible.****