

## Walking in Commencement – CAS procedure

To be more efficient with CAS student requests to “walk” in commencement ceremonies, this office would like to outline the procedure to follow to get your eligible students on the “Walking” list.

When you are notified by a student that they would like to participate in a commencement ceremony, first verify that they meet the guidelines in the Academic Administrative Policies and Procedures O-6: Participation in Commencement Ceremonies (below and found at: <http://www.psu.edu/oue/aappm/>).

Once you have determined that they do fall within the parameters of these guidelines, send an email to me, [kjs8@psu.edu](mailto:kjs8@psu.edu), requesting that they be added to the current semester’s Walking list. Include in this email the:

1. student’s full name
2. PSU ID# and PSU email
3. major
4. and copy the student on this request

Since you have pre-determined that your student is eligible, I will respond (by reply all – so everyone is notified) that the request is approved and the student will be a “walker”.

If you receive a request from a student and they do not meet the guidelines, this special consideration request should also be sent forward from you (the Program Coordinator) to me. These requests will require the review and approval from the Associate Dean (as per ACUE procedure noted below).

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### O-6: PARTICIPATION IN COMMENCEMENT CEREMONIES

#### Policy:

Students are expected to attend the commencement ceremony at the end of the semester in which they have been certified for graduation. With the permission of the college dean or chancellor, students may be permitted instead to participate in a different commencement ceremony. With the permission of the college dean or chancellor, students may be allowed to walk in the commencement ceremony. Students who walk are usually within no more than 2 courses or 8 credits from meeting all graduation requirements and are registered to complete these the following semester. The Schreyer Honors College medals ceremony is distinct from the college commencement ceremony and requires permission from the Schreyer Honors College

#### Procedure:

Students must submit requests for exceptions to this policy to the Graduation Coordinator in the dean's or chancellor's office in the degree-granting college. Schreyer scholars must submit a request to the dean of the Schreyer Honors College for an exception to participate in the medals ceremony.

Approved: ACUE (2-2-06)  
Revised: ACUE (8-29-13)