

**Standard Operating Procedure – “Walking” at Graduation**

**Responsibility: Associate Dean; College Coordinator**

**Time Frame: Before the Late Graduation Application Deadline**

**Definition:** With the permission of their academic advisor, students may petition to “walk” (participate in) any ceremony. Students completing their degree requirements the previous year (August, December, or May) are eligible to participate in May events. Additionally, students intending to complete requirements during the summer, before the August deadline, may “walk” at the May ceremony.

Students who “walk” are usually no more than two (2) courses short all graduation requirements and register to complete these classes in the following semester.

The May Convocation program will list only those students who submitted a May graduation application by the stated deadline. The December program will list students who applied to graduate in August or December. These students are eligible to “walk” in May.

**Procedures:**

**Step 1: Student--[Submit a Graduate and Professional Student Petition](#)**

**Step 1a:** Check box #12 (Other)

**Step 1b:** Write “Walk at Graduation” in the space provided

**Step 1c:** Sign petition and forward to your Academic Advisor

**Step 2: Faculty or Academic Advisor**

**Step 2a:** Review and Approve or Deny request

**Step 2b:** Sign and forward to the Office of Graduate Studies

**Step 3: Office of Graduate Studies—Associate Dean**

**Step 3a:** Review and Approve or Deny

**Step 3b:** Staff uploads document to OUR/Image Only

**Step 3c:** Notify student and upload to MyAdvisor

**Step 4: Special Note**

Students cannot apply for graduation until after the close of the current semester.