

Mary Baldwin University Office of the Registrar
Request for Exception to Walk at Graduation

Student Name: _____ ID #: _____ Commencement: May _____ (year)

Major(s): _____ Advisor: _____

Guidelines:

- No more than **6 credits** remaining after May Term • A cumulative GPA and major GPA => **2.0**
- No outstanding financial obligations to MBU; or have a payment plan approved by the Student Accounts office.
- Written plan or documented course registration to complete all requirements for graduation by the end of the following fall semester. Documentation must be approved by the head of the student’s major department and academic administration no later than the Monday preceding commencement.

Completion Plan (no more than 6 credit hours)

Course Number	Course Title	Institution	Major/Minor	General Education	Elective Credit
NOTES:					

Rules for students who “walk”

- * Students who are approved to walk and complete requirements for their degree in summer or fall will be noted in the Commencement program.
- * No official diploma will be issued until all requirements are completed.
- * Official graduation date will be September or January after final requirements are completed.
- *No student may process in more than one commencement ceremony unless a second baccalaureate degree or an advanced degree is earned.

* Student Signature: _____ Date: _____

* Program/Advisor Approval: _____ Date: _____

****Printed signature constitutes official (legal) signature.***

Internal Office Use Only:

Cumulative GPA (end of spring): _____ GPA in major (end of spring): _____ Credit hours completed (end of spring): _____

Registrar Signature: _____ Date: _____

Administrator Signature: _____ Date: _____