

## Office of Academic Affairs

### Petition to Participate in Commencement

Tennessee State University (TSU) aims to support students through degree completion within the University procedures. Therefore, seniors who have completed program degree credits with only seven (7) credit hours remaining to meet graduation requirements are eligible to participate in fall or spring commencement respectively. **Effective March 28, 2023.**

Student participation requirements include:

- must have participation documentation filed with major advisor;
- must enroll and successfully complete the remaining hours to graduate; and
- must be in good academic standing.

The petition to participate in commencement shall be generated through the Academic College, and signatures from the student, faculty advisor and/or chair, and dean will be required. Once signed, the request should be submitted to the Office of Academic Affairs for approval.

In an effort to ensure that state and national guidelines are met, the student's name may not appear in the commencement bulletin; however, their name will be announced at the commencement ceremony. In addition, students will be eligible to pick up their cap and gown.

The letter of participation will be submitted to the Office of Academic Affairs & Records Office for filing purposes.

### Letter of Commencement Participation

Date: \_\_\_\_\_ College of \_\_\_\_\_ Commencement Term \_\_\_\_\_

CRN (Ex. 50000)	Course Name (Ex. ENGL 1030 – Advanced Composition)	Credit Hours

I \_\_\_\_\_ (print name/T#) understand that I qualify to participate in the commencement ceremony. I understand that I am not a graduate. I also understand that my degree will not be conferred until the remaining \_\_\_ credit hours are successfully completed and re-apply for graduation.

\_\_\_\_\_  
Student's signature/date

\_\_\_\_\_  
Faculty Advisor or Chair signature/date

\_\_\_\_\_  
Dean's signature/date

\_\_\_\_\_  
AVP Office of Academic Affairs signature/date