



Commencement Contract

Students who will not meet their degree requirements by the end of the spring semester due to extenuating circumstances may be permitted to participate in the spring Commencement ceremony with approval from the Department/Division Chair(s) for their major(s), their advisor, and the Registrar.

Terms and Conditions:

- Students who are within six hours of graduation by the end of spring semester must show evidence that they will complete their degree requirements by August 31.
- Students who have seven to twelve credit hours remaining by the end of spring semester must also attach proof of registration to this form to show that they have registered for all required credit hours to be completed by August 31.
- Students cannot exceed the maximum number of transfer hours allowed by the College (see Bulletin of Information). ***Transient Study applications are required for all non-SHC coursework.***
- Students cannot transfer more than six hours of credit completed at other institutions between commencement and August 31.
- No student can participate in the commencement ceremony unless he/she is in good academic standing.
- A minimum of twenty-four of the last thirty hours must be completed at Spring Hill College.

_____, _____
 Full name (print) ID number

_____, _____
 Major(s) Minor(s)

Indicate the number of hours needed to complete your degree:

- Six hours or less (1-6)
- More than six hours (7-12) Proof of registration must be submitted with this form.

Course(s) to be completed:

Course	Credit Hours	Institution*

****Transient Study applications are required for all non-SHC coursework.***

I certify that I have read the terms and conditions listed above regarding requesting permission to participate in the spring Commencement ceremony.

_____, _____
 Student signature date

Approving Officials:

I certify that the above named student is within appropriate guidelines to participate in Commencement.

_____, _____, _____
 Dept/Div Chair signature date Advisor signature date