

## **Procedure for Commencement Appeals**

**Updated: 5/17/2021**

Completing the work required to earn an academic degree is a separate event from the public commencement ceremony that commemorates academic achievement. The Rosenberg Center for Student Engagement and Inclusion coordinates with the Office of Records and Registration and the university's academic units to determine students' eligibility to participate in the commencement ceremony.

In rare instances, due to extreme, special circumstances, a student may request to participate in commencement during a semester other than that for which they complete their degree. A Commencement Appeals Committee will be convened each semester to review these requests and make a determination.

### **Applying for Graduation**

- Students should monitor their status and progress toward completing their degree, and should consult an academic adviser for assistance in determining when they should apply to graduate.
  - Students apply to graduate through their [MyUB Portal](#) and should contact [Records and Registration](#) with any questions about the process to apply for graduation.
  - Information about commencement can be found on the [Graduation Ceremony Information](#) page, including a helpful list of [Frequently Asked Questions](#).
- Students must apply to graduate during the semester for which they complete all graduation requirements.

### **Commencement Participation**

- Students are expected to participate in the commencement ceremony for the semester for which they will complete all graduation requirements.
- In rare cases, due to extreme, special circumstances, the University will grant students permission to participate in an upcoming commencement ceremony before all requirements are completed.
- Students who feel they have an extreme or special circumstances warranting early commencement should complete the online [Commencement Appeal Form](#) (during the appeals period).
  - The appeal form can only be completed for the current semester.
  - The appeal form must be filled out completely with all supporting documentation attached. No additional materials will be accepted or reviewed after the form has been submitted.
  - The form must be filled out during the Commencement Appeals period for that semester, which will be listed on the [Graduation Ceremony Information](#) page, and is typically from the first week in October through the first week in November for the Fall ceremony and from the first week in March through the first week in April for the Spring ceremony.
  - At the end of the appeals period, the Commencement Appeals Committee will be convened to review and make determinations on all requests. Committee decisions will be sent to students' @ubalt.edu e-mail address by the Rosenberg Center for Student Engagement and Inclusion no later than two weeks after the end of the request period.
- The following will criteria will be considered when determining an appeal decision:

- Students must be in good academic standing.
- Student can be no more than one semester's worth of course work away from completing degree requirements (including Summer).

### Commencement Appeal Process

- At any time during the Commencement Appeal Period, student completes the [Commencement Appeal Form](#) with the Rosenberg Center for Student Engagement and Inclusion to appeal for early participation in commencement. The request form must include:
    - Student Name
    - Student ID Number
    - E-mail address (@ubalt.edu address only)
    - Mailing Address
    - Academic Major
    - College or School (College of Arts and Sciences, College of Public Affairs, Merrick School of Business)
    - Number of credits remaining to complete degree at end of current semester (the semester they wish to participate in commencement)
    - Semester during which they will complete degree requirements
    - Detailed reason for request (attaching any pertinent documentation)
    - Verification that the student understands the following:
      - University of Baltimore policies require students to meet all degree requirements and complete required coursework as well as the minimum number of credits for their degree program.
      - Being approved to participate in early commencement does not guarantee completion of degree requirements. Receipt of degree is contingent upon the student completing all applicable degree requirements, applying for, and being approved for graduation.
      - The decision of the Commencement Appeals Committee is FINAL, and no additional information or documentation regarding the appeal can be submitted or reviewed after the committee has made its decision. Submission of the form does not guarantee approval of the appeal.
  - **The student must also register for their required courses before their appeal is reviewed.** Advising staff will be asked to verify that the student has registered for their remaining coursework at the time that appeals are considered. Appeals will not be granted for students who have not registered for their remaining courses.
  - At the end of the request period, the Rosenberg Center for Student Engagement and Inclusion will forward the requests to the Commencement Appeals Committee for review. The committee will then meet to discuss and provide a determination for each request. The Commencement Appeals Committee is comprised of representatives from the following offices/schools:
    - Rosenberg Center for Student Engagement and Inclusion
    - Office of the Provost
    - Assistant Dean/advising lead for College of Arts and Sciences, College of Public Affairs, and Merrick School of Business
  - The Rosenberg Center for Student Engagement and Inclusion will notify students of the Commencement Appeals Committee's decision, in writing, to their @ubalt.edu e-mail address. The message for approved appeals will include the following:
    - a. Reminder to review commencement information at [www.ubalt.edu/commencement](http://www.ubalt.edu/commencement)
    - b. Instructions for obtaining commencement regalia and tickets
    - c. Reminder that approval to participate in early commencement does not indicate completion of degree
    - d. Reminder to submit graduation application for the semester during which the student completes degree requirements
- If the appeal is not approved, the message will include a rationale for the decision.
- In very rare instances, a student may request permission to participate in commencement *after* a degree has been awarded. Those requests will follow the same process as above; and, in addition:

- The student's degree must be posted to their record no more than one semester prior to the current semester.
- The student's record must be clear of any academic or administrative holds.
- Students requesting to participate in commencement after the term in which they complete requirements are not guaranteed approval.
- Examples of circumstances which will NOT be considered for early participation include, but are not limited to:
  - previous purchase and/or arrangements of out of town/state/country travel
  - anticipation of moving out of town/state/country after the upcoming ceremonies
  - illnesses of extended family
  - undocumented advising errors (please note: students are ultimately responsible for monitoring their progress toward graduation)