

Walking Off-Sequence (Prior Commencement)

Commencement Participation: Students are **expected** to walk in the ceremony in the same semester/term in which they apply for graduation. Only under specific circumstances may a qualifies student request to walk in a commencement ceremony that is outside of their graduation term. To do so, they **must** meet the following qualifications:

1. **Undergraduates Students:** must be within 9 semester credit hours of degree completion.
2. **Graduate Students:** must be within 6 semester credit hours of degree completion.
 - a. The remaining coursework needed for completion **MUST** be completed within the following subsequent term.

Term Walking	Degree Completion Term
Spring (i.e. 2023)	Summer (i.e. 2023)
Summer (i.e. 2023)	Fall (i.e. 2023)
Fall (i.e. 2023)	Spring (i.e. 2024)

3. Applied for Graduation for the term in which you will **COMPLETE** your coursework.

Graduation Term	Application Deadline
Spring	March 1
Summer	June 15
Fall	October 1

4. Registered for the remaining coursework required for your degree in the next term.

Term	Registration Period Begins
Spring	November
Summer	February
Fall	April

5. Completed the Walking OFF Sequence Form **PRIOR** to the Commencement Registration Deadline for the term in which you want to attend. (Supporting documentation is required)
 - a. Please refer to the Commencement Student Checklist webpage for the deadline. (<https://www.uttyler.edu/commencement/student-checklist/>) This information will be updated each semester.

IMPORTANT INFORMATION:

Please plan accordingly as the ceremonies are ticketed and tickets are limited. Missed deadlines may result in not being able to participate the desired commencement ceremony or may result in not being able to receive tickets for guests. **Participation in the commencement ceremony does not guarantee conferring of any degrees.**

Other Students Who May Qualify

- Active-duty military students that are being deployed.
- Reserved military student that are being activated.
- International students with personal or international guests that are having visa-related issues.
- Students with extreme personal events:
 - Death in immediate family.
 - Birth of a child in immediate Family.
 - Student or immediate family member that is required to be hospitalized.

Steps for Applying to Walk Off-Sequence

1. Ensure all qualifications are met.
2. Complete the Walking Off-Sequence Form (see below) by the required deadline.
3. Submit supporting documentation to graduation@uttyler.edu by the required deadline.
Supporting documents may include one or more of the following:
 - a. **If walking semester prior to graduation...**
 - i. Proof of graduation application submitted for appropriate term.
 - ii. Proof of course registration in subsequent term.
 - b. **Other possible supporting documentation...**
 - i. Proof of military deployment/activation.
 - ii. Documentation of International visa issues.
 - iii. Documentation of family emergency Issues.
4. The Office of the Registrar will submit the official request to the College/School Dean for approval with the completed form and supporting documentation.
5. The College/School Dean approval must be submitted directly from the department to graduation@uttyler.edu.
 - a. **NOTE: This cannot be submitted by the student.**

The University of Texas at Tyler Commencement Walking Off-Sequence Request

Please Print All Information
Return to Office the Registrar (STE 230)
graduation@uttyler.edu

NAME: _____
(First) (Middle) (Last)

STUDENT ID NUMBER: _____ **DATE:** _____

I request to change my Commencement ceremony term from _____ . I have attached
(Semester / Year)
the required supporting eligibility documentation. If approved, I understand that permission to walk off-sequence in a
Commencement ceremony does not mean I have graduated, nor has my degree been awarded. Also, I understand
that it is my responsibility to maintain access to and regularly monitor my Patriot email account for updates and
information regarding my off-sequence Commencement. I agree to these requirements and are requesting to walk
off-sequence in the _____ Commencement ceremonies.
(Semester / Year)

STUDENT SIGNATURE: _____

FOR OFFICE USE

ID Verified: _____ **Supporting Documentation:** _____ **Graduation Term Application** _____
Dean Approval Received: _____ **MarchingOrder:** _____

Notice about Information Laws and Practices

With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.