

Approval and submission of this form will automatically move your candidacy to the summer 2017-degree conferral date. Failure to meet the approved completion plan by August 1, 2017 will forfeit this form and all previous graduation applications.



**MOREHOUSE**  
COLLEGE

Office of Academic Affairs - 830 Westview Drive SW, Atlanta, Georgia 30314 - Phone: (470) 639-0801

**COMMENCEMENT PARTICIPATION FORM and  
FINAL DEGREE COMPLETION PLAN**

Required for participation in the May 21, 2017 Commencement Exercises

**MCID#** \_\_\_\_\_ **Student's Name:** \_\_\_\_\_  
(Morehouse College ID Number – NO SSN#'s) (First Name, Middle Initial, Last Name)

**Telephone Number:** \_\_\_\_\_ **Valid Email Address:** \_\_\_\_\_  
(REQUIRED) (REQUIRED)

**Major:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_  
(I have read and agree to the guidelines as outlined below)

**GUIDELINES (Please Read Carefully)**

- This form MUST be completed by all seniors applying to participate in the May 21, 2017 commencement exercises. This completed form must be submitted prior to gain permission to participate in commencement exercises (and prior to enrolling at another institution).
- Eligible students must have no more than four (4) outstanding credit hours. All credit-bearing and non-credit bearing requirements, including, but not limited to Crown Forum, mandatory exit exams seminars, and proficiency examinations or evaluations must be completed prior to participation.
- **The completed form with all required signatures must be submitted to your Department Chairperson no later than March 15, 2017.**
- Students who enroll in courses at another institution without prior approval WILL NOT receive academic credit even if an official transcript from the host institution is presented thereafter.
- Courses taken at another College or University (with approval) will not count towards GPA calculation.
- Credit for courses taken at another College or University will only be granted if a letter grade of "C" or above is earned. Pass/Fail and Satisfactory/Unsatisfactory designations cannot be transferred to the college under any circumstance.
- Departmental approval must correspond with the equivalent department where the course is taught at Morehouse College. Your major Department Chair should not approve equivalencies outside of his/her area.
- Once departmental equivalencies have been obtained and approved, the Major Department Chairperson must sign this form as final academic authority and as confirmation of final degree audit overview and plan acceptance.
- The appropriate processing fee must be paid to the Morehouse College Cashier's Office. (A receipt must accompany this form – please upload or attach to this form)
- Students are asked to retain a copy of this signed form for their records.
- Student must notify the Dept. Chair upon successful achievement of the Degree Completion Plan and final transcript submission to the Registrar's Office.

Regionally Accredited Host Institution Name and State	Course Number and Course Title to be taken at Host Institution	Course Credit Hours	Morehouse College Equivalent Course Number and Title	Approval and Signature of corresponding Dept. Chairperson

My approval and signature confirm the following:

- I have performed a final degree audit of all coursework and academic requirements and filed it with the Registrar's Office.
- Student will have 120 semester hours of Non-Repeat courses upon successful completion of the approved Degree Completion Plan.
- Student has completed a minimum of 60 semester hours in residence at Morehouse College.

**Major Department Chair: Approval**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(REQUIRED)

**Assistant Provost for Student Success: Approval**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(REQUIRED)

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**Final Official Transcripts should be mailed to:**

**Morehouse College  
Registrar's Office  
830 Westview Drive SW  
Gloster Hall 106  
Atlanta, GA 30314**

**Final Electronic Transcripts should be forwarded to [records@morehouse.edu](mailto:records@morehouse.edu)**

**The Morehouse College Commencement Participation Policy**

*Morehouse College students are required to complete all requirements for graduation in order to earn the BA/BS degree. **These include all credit-bearing and non-credit bearing requirements, including, but not limited to Crown Forum, mandatory exit exams seminars, and proficiency examinations or evaluations.** Students who have not fulfilled graduation requirements will be allowed to participate in commencement exercises **only under the following circumstances:***

- 1 The student has **four (4)** or fewer credit hours outstanding;*
- 2 The student has only **one** of the following outstanding graduation requirements: one course; one lab; OR one course and one associated lab; and*
- 3 The student has submitted, and had accepted by the department chair of his major area of study, a plan for completing all degree requirements by the end of the spring semester of the following academic year.*

**The Morehouse College Commencement Participation policy will: 1) remain in effect for students who plan to participate in commencement in May 2017, and 2) will be discontinued after commencement May 2017. Therefore, beginning in the 2017-18 academic year, FOR COMMENCEMENT 2018 and for future commencement ceremonies, only students completing ALL DEGREE REQUIREMENTS will be allowed to participate in commencement exercises.**

Students who meet the criteria listed in the Commencement Participation Policy may apply to participate in May 2017 commencement ceremonies using this form.

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