

Commencement Participation Petition Instructions

Students who are unable to attend due to **military obligation** or **documented emergency** are eligible to attend the first commencement ceremony following the end of the obligation or emergency. Such students must appropriately provide intent to participate, including documentation showing cause for the exception, before the normal deadline for application for graduation/commencement participation. **Submit a petition by starting and completing a petition form, per the instructions below.**

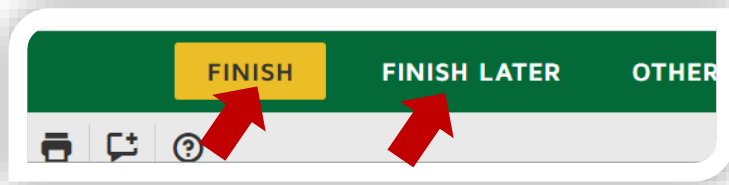
Prepare required documentation for petition circumstances prior to beginning your petition.

To START a form

- Click to open the below DocuSign link
 - [Commencement Participation Petition \(DocuSign\)](#)
- Validate your email address
 - Enter the code you will receive via email

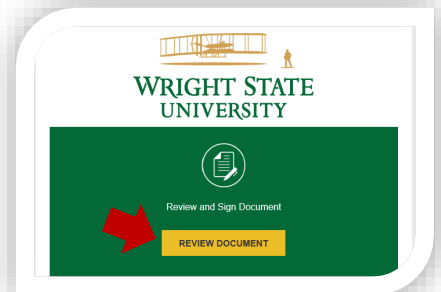


- To **complete** the document - select **FINISH**
- To **save and return later**- select **FINISH LATER**

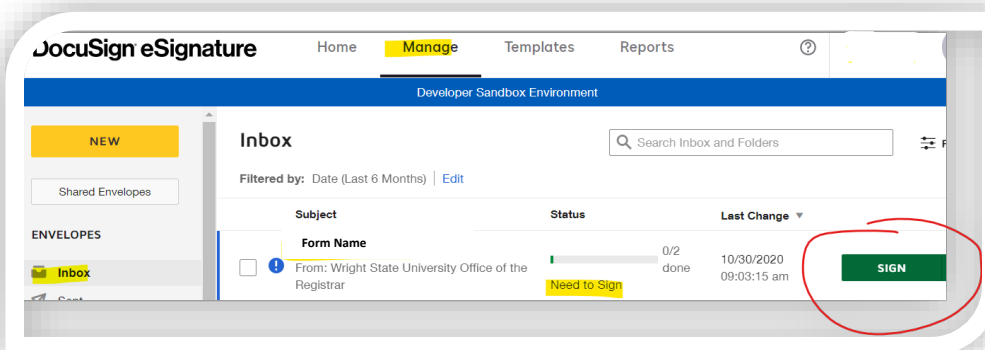


To RETURN to a form you already started

- Click the **REVIEW DOCUMENT** link in the email you received when you selected **FINISH LATER**



- You may also log in to [DocuSign https://app.docusign.com/home](https://app.docusign.com/home)
 - Navigate to the **Manage** option
 - In the **Inbox** you will find your document – **click SIGN** to continue or complete
 - In the **Inbox** you will find your document – **click SIGN** to continue or complete



University policy may be found here: <https://policy.wright.edu/policy/3685-commencement-participation>

**Commencement
Participation Petition**

Wright State University holds two commencement ceremonies each year. The first ceremony is Fall Commencement which is held in December. Summer and Fall graduates may participate in this ceremony. The second ceremony is Spring Commencement which is held the last Saturday of April or the first Saturday of May. Students are eligible and encouraged to participate in the first commencement ceremony following the term in which they complete a program of study. Students indicate their intention to attend commencement when they apply to graduate.

Students who are unable to attend due to military obligation or documented emergency are eligible to attend the first commencement ceremony following the end of the obligation or emergency. Such students must appropriately inform the Registrar's office of their intent to participate, including documentation showing cause for the exception, before the normal deadline for graduation/commencement participation listed on the Ceremony Information page.

1. STUDENT INFORMATION

Name	_____	Phone	_____
UID	_____	Street	_____
Email	_____	City/ST/Zip	_____
Major	_____	College	_____

2. Term Graduating: Year Fall Spring Summer

3. Term petitioning to participate Year Fall Spring

4. ACTION(S) REQUESTED (Must be submitted at least six (6) weeks before the ceremony):

Walk early (before semester graduating)

Walk post-graduation semester (after appropriate ceremony listed above)

5. PETITION DETAILS: *(attach added explanation file via link(s) below if space provided is insufficient)*

**Commencement
Participation Petition**

DOCUMENTATION REQUIRED

Provide the required documentation as listed for each circumstance applicable to you

Military Duty

Military Orders

Documented Emergency or Reason

Provide clear and official documentation with dates and substantiating evidence of the circumstances described in your Petition Statement.

Completed medical form signed by an external, licensed physician.

ATTACH ALL SUPPORTING DOCUMENTATION

Use link icon at right to upload supporting document(s)



STUDENT CONFIRMATION

My extenuating circumstances prevented me from participating in the Commencement Ceremony of my graduation term according to policy: <https://policy.wright.edu/policy/3685-commencement-participation>

I understand that submission of a petition and documentation does not guarantee approval.

I understand that I may be required to submit additional documentation if my current documentation does not substantiate my request.

Student Signature

Date