

The purpose of this form is to request permission to walk at commencement. Students must meet the following qualifications for consideration (for further details, please see reverse side of this form):

1. Be within 15 units of graduation and be able to complete these units no later than the following Fall Quarter
2. Student must be registered for the Non-Credit Portfolio requirement course

Please print using blue/black ink or type.

First Name _____ Last Name _____

Student ID _____ Program _____

Student Signature _____ Date _____

- I am currently within 15 credits of graduation
 I have completed the Non-Credit Portfolio requirement course

Academic Advisor

Name _____

- Within 15 credits Registered for Non-Credit Portfolio course Signed Commitment

Academic Advisor Signature _____ Date _____

Registrar Verification _____ Date _____

Program Chair

Name _____

- Recommended Not Recommended

Signature _____ Date _____

Dean of Student Affairs

Name _____

- Approved Denied

Signature _____ Date _____

STUDENT MUST SUBMIT COMPLETED FORM TO THE STUDENT LIFE OFFICE

NO LATER THAN APRIL 26, 2019.

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Qualifications to Request Permission to Walk Determination

An individual who is seeking permission to walk at commencement must meet fundamental qualifications prior to submitting a request. These qualifications are as follows:

1. The individual who is seeking to walk at commencement must be within fifteen (15) units of graduation. In addition to the unit requirements, these units must be completed no later than the end of the Fall Quarter following the Spring Commencement Ceremony.
2. The individual who wishes to walk at commencement must have completed the non-credit course requirement for a portfolio.

Process of Permission to Walk Determination

The process by which an individual requests and is granted permission to walk at commencement when unit requirements for graduation are not yet met must be transparent and rigorous. The following steps in the process must be followed:

1. An individual wishing to gain permission to walk must first acquire a sign-off from Academic Advising indicating the maximum unit allowance to qualify and the plan for graduation prior to the end of the following Fall Quarter can be met. At this stage, Academic Advising must verify that the individual has completed the Non-Credit Portfolio course. Both of these require verification from the Registrar's Office. In addition, the student must also sign a commitment to complete the required coursework.
2. Once the necessary sign-off from Academic Advising has been accomplished, the student must submit a request to walk at commencement to the Program Chair. The Program Chair will then provide an additional sign-off recommending or denying permission to walk. This recommendation will then be sent to the President or President's designee for approval.
3. With the final approval of the request, the student will be permitted to walk at commencement.

Document for Permission to Walk

It is intended that this process will be recoded on a form prepared by the Office of Academic and Student Affairs and the Registrar's Office and entered into the student's record. The signature lines on the form must include the Academic Advisor, the Program Chair, and the representative of the President, the Dean (Department) of Student Affairs.