

## Bridgewater State College

### Approval Process for “Walking” in the May Commencement Ceremony

1. A student who will not finish his or her degree requirements during the spring semester but who wishes to participate in the May commencement ceremony must meet the following criteria:
  - A cumulative and major GPA(Grade Point Average) of 2.0\*\*\* at the end of the fall semester;
  - A maximum of eight(8) credit hours to complete during summer 2010; and
  - An up-to-date degree audit with all adjustments such as waivers or substitutions completed.
2. If these criteria have been met, a student may submit a request to “walk” to the Office of Academic Affairs **between February 1 and April 30**. That request should be addressed to
  - Howard B. London, Ph.D.
  - Provost and Vice President for Academic Affairs
  - Office of Academic Affairs
  - Bridgewater State College
  - Bridgewater, MA 02325
3. If a student meets the preliminary criteria, he or she will receive a letter notifying the student of his/her **eligibility** to “walk.”
4. To receive **final approval to “walk,”** a student must do the following during the month of April:
  - **Register** for the necessary summer courses(s) during preregistration week.
    - If the student is planning to take the course(s) at another college, he or she must provide a copy of the Transfer of Credit Taken After Admission form(s) with signatures to the Office of Academic Affairs by April 30, 2010.
    - If the student is planning to do an internship, directed study, or practicum during the summer, he or she must provide a copy of the necessary form with signatures to the Office of Academic Affairs by April 30, 2010.
  - **Apply** for August graduation in the Registrar’s Office after his/ her summer registration is complete.
5. Once an eligible student’s summer registration and graduation application status are verified, the student will receive a second letter notifying him/her that final approval to “walk” has been granted.
6. The name of the approved “walker” will then be sent to the Office of Student Affairs. That office will provide the student with the appropriate commencement materials.
7. The student’s name will appear in the Commencement Program, but it will not be sent to the media in May. Since the student will not officially graduate until August upon completion of his/her degree requirements, his/her name will be sent to the media with the names of other August graduates. The student will receive his or her diploma from the Registrar’s Office upon verification that all graduation requirements have been met.
8. Questions about this process should be directed to Sandra Courchesne, Student Resolution Specialist, at 508-531-2698 or [scourchesne@bridgew.edu](mailto:scourchesne@bridgew.edu). Revised 1/10

\*\*\*Any student with a cumulative or major GPA below a 2.0 should contact the Student Resolution Specialist directly before submitting a request to “walk.”