



FOR OFFICE USE ONLY:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
By: _____	Date: _____
Received by REGO: _____	

University of Louisiana at Lafayette Absence from Commencement Request Form

I am requesting permission to graduate in absentia. I do not plan to participate in the commencement ceremonies.

Student Information:

Name: _____

Student's CLID: _____ Phone: _____

Email: _____

Degree Information:

Expected Degree: _____ Semester: Fall Spring Summer Year: _____

Reason for Absence (ex. distance education/online student, work conflict, medical, etc.):

Check one of the following:

- MAIL DIPLOMA TO THE ADDRESS BELOW** (for U.S. destinations only):
Please note: If you live in the surrounding area (within a 40 mile radius of campus), you will be required to pick up your diploma in person.

- DIPLOMA WILL BE PICKED UP FROM THE REGISTRAR'S OFFICE** (Martin Hall Room 171).
Diplomas are **generally** available the first weekday following the commencement ceremony.

AUTHORIZATION TO THE FOLLOWING PERSON(S) NAMED BELOW TO PICK UP MY DIPLOMA ON MY BEHALF

Name of the person(s) to whom you are giving permission Your signature (required to release diploma to another person)

Note: Identification from both parties is required for release of diploma.

Diplomas are generally available the first weekday following the commencement ceremony. Please call to verify availability if diploma will be picked up.

DEGREE CANDIDATE'S SIGNATURE

DATE

It is important that you complete and submit this form to your Academic Dean's office for approval at least two (2) weeks prior to the date of commencement. Please note that Masters and Doctoral candidates should submit this form to the Graduate School.