



**University of Illinois at Springfield
Office of Records and Registration
(217) 206-7730**

INFORMATION ON EXCEPTIONS TO THE COMMENCEMENT PARTICIPATION POLICY:

Student Responsibility: Students are responsible for knowing and adhering to all University of Illinois at Springfield (UIS) policies, deadlines, and procedures. Specific graduation and commencement-related information is available in the current catalog and must be followed.

Appeal Process: An appeal of the commencement participation policy must be made in writing (via letter or email) and must include all documentation that supports the appeal. Address the appeal to:

Commencement Appeals Committee
Attn: Associate Director of Records and Registration/Associate Registrar
Email: registrar@uis.edu
OR
Address: University of Illinois at Springfield
One University Plaza, MS UHB 1076
Springfield, IL 62703-5407

Please note that appeals under this policy must be filed with the Commencement Appeals Committee. This Committee meets on a regular basis to make appeal decisions. Emails are sent to each student submitting an appeal once the Committee's decision has been made. Subsequent appeals should be directed to the Director of Records and Registration/Registrar.

Guidelines for approving the exemptions are as follows:

- Student's severe illness or injury which occurred during the time of the ceremony which prevented the student from participating in the ceremony in which he/she was initially eligible. Medical documentation to include nature of illness or injury, dates of illness or injury, and prognosis must be submitted with the appeal.
- Death or severe illness of parent, guardian, student's dependent child, or spouse which prevented the student from participating in the ceremony in which he/she was initially eligible. Documentation of death or medical documentation to include nature of illness or injury, dates of illness or injury, and prognosis must be submitted with the appeal. Appeals related to an illness or injury for a third party must indicate conclusively that the student was unable to participate because of the illness/injury.
- Student's inability to participate in the ceremony in which he/she was initially eligible due to new or changed information in the academic or disciplinary record. The inability to participate must be attributed to university action.
- University action which precluded the student from participating in the ceremony in which he/she was initially eligible.