

“WALK SHORT” REQUIREMENTS FOR SUMMER 2017 GRADUATES

Students completing all degree requirements by the end of the Summer semester are eligible to participate in the Commencement Ceremony in the Spring semester if they meet the following criteria:

All Academic Programs

- Submit the “Walk Short” Request for Summer 2017 Graduates form and the Petition for Degree Completion form by **Friday, March 24, 2017**.

School of Education

- Student has 9 or less units left to complete in the Summer semester/session.
- Portfolio must be current.

School of Human Development

- Student has 6 or less units left to complete in the Summer semester/session.
- Thesis or Applied Research Project must be completed by the end of Spring 2017 (Master of Arts students ONLY)

School of Cultural and Family Psychology

- Student has 9 or less units left to complete in the Summer semester/session.

Note: All undergraduate credits to fulfill degree requirements include credits from Pacific Oaks College and transfer courses.

IMPORTANT:

If are expecting to complete all of your degree requirements in Summer 2017 and you meet all the requirements listed above, you can participate in the 2017 Commencement Ceremony by submitting the following:

1. Petition for Degree Completion Online Form (**DUE February 3, 2017**)
2. RSVP Online Form and Media Release Online Form (**DUE March 24, 2017**)
3. “Walk Short” Request Form must be signed and approved by your Faculty Advisor and the Associate Dean of your school department, and submitted to the Registrar’s Office by **March 24, 2017**. Forms can be returned via email at poccommencement@pacificoaks.edu, fax to 626-466-3011, or in person.)

Please note that Certificate candidates are not permitted to walk in the Commencement Ceremony.

“WALK SHORT” REQUEST FORM

The “Walk Short” request form is required for Summer semester 2017 graduates to participate in the Spring 2017 Commencement Ceremony. Please follow the procedure below:

1. Fill in your student information in its entirety. Sign the form.
2. Provide your Summer 2017 remaining units including Pacific Oaks courses or contingencies.
3. Faculty Advisor AND Associate Dean signatures are required.
4. Return the form to the Registrar's Office **no later than Friday, March 24, 2017** in person, fax to 626-466-3011, or email at pocommentment@pacificoaks.edu.

Incomplete forms will not be accepted.

SECTION I: STUDENT INFORMATION

Name:		
Student ID#:	Campus:	
PO Email:	Phone:	
Current Academic Program:		
<input type="checkbox"/> BA/HD	<input type="checkbox"/> MA/HD	<input type="checkbox"/> MA/ECE
<input type="checkbox"/> BA/ECE	<input type="checkbox"/> MA/MFT	<input type="checkbox"/> MA/ED with Credential
<input type="checkbox"/> BA/ECE with Credential	<input type="checkbox"/> MA/OLC	<input type="checkbox"/> Credential Only
Have you submitted a Petition for Degree Completion form?:		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
Student Signature:	Date:	

SECTION II: REMAINING PACIFIC OAKS COURSES

Course Code & Section	Description	Units	Term/Session

SECTION III: REMAINING TRANSFER COURSES AND/OR CONTINGENCIES (if applicable)

Course Code & Section	Description	Units	Term/Session	Institution

SECTION IV: FACULTY ADVISOR AND ASSOCIATE DEAN APPROVAL

Is student portfolio is current? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Student is on track to complete Thesis or Applied Research Project by Spring 2017? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Is the student approved to “walk short” and participate in the Commencement Ceremony on May 6, 2017? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Faculty Advisor Name:	
Faculty Advisor Signature:	Date:
Associate Dean Name:	
Associate Dean Signature:	Date:

RETURN COMPLETED FORM TO THE REGISTRAR'S OFFICE BY MARCH 24, 2017

VIA EMAIL AT POCOMMENCEMENT@PACIFICOAKS.EDU, FAX TO 626-466-3011, OR IN PERSON.