



This form is required for currently enrolled students who wish to participate in the current semester's commencement ceremony. It is due by 4:00pm Friday of the 5th week of the semester. Students will need to order a [cap, gown, hood](#), and [guest tickets](#) for the ceremony. See the [commencement website](#) for deadlines and instructions.

Upload typed and signed form to the Graduate Candidates course on [Canvas](#) (preferred), e-mail to gradschool@mtu.edu, or mail/bring to the 4th floor of the Administration Building. See your [Degree Completion Timeline](#) on MyMichiganTech for a complete list of items needed for your degree.

Student Information

Name M Number (ex: M12345678)

Select Degree Type Master's PhD

Semester of expected degree completion (ex: Spring 2020)

Ceremony Information

Ceremony you would like to participate in (ex: Spring 2020)

To avoid mispronunciation, please enter the phonetic pronunciation of your name in English - use "sounds like" words if that is helpful, e.g., "Wiideman" WEED-a-mun -or- "Taafe" sounds like safe.

Phonetic pronunciation

PhD Candidates ONLY: Please provide the name of the faculty member(s) who will attend the ceremony and hood student.

PhD ONLY: Faculty member attending to hood (required)

PhD ONLY: 2nd faculty member attending to hood (optional)

Approval Signatures (print name after signature)

Only sign if you are confident that the student will complete all degree requirements and turn in all required forms and document during the current or following semester.

Date

Date

Graduate School use only

- Check that commencement term is within one year of expected graduation. Give to staff if >1 year.
- SZAGDGR - update expected graduation term as needed
- SGASTDN - update expected graduation term for terminal degrees if needed
- SZAGDGR - Comm Apl - check box; enter date form received
- SZAGDGR - Comm Term - enter commencement term selected on form; enter date form received
- SZAGDGR - Attend box - enter "Y"; enter date form received
- SZAGDGR - Cover box - check and enter date of commencement ceremony (12-DEC-2019, 02-MAY-2020)
- PhD ONLY - SZAGDGR - Faculty Attending with PhD student - enter names from above; copy/paste from page 2
- SHADIPL - Select proper sequence, enter phonetic pronunciation on Diploma Comments, line 2