

## Request for Alternative Commencement Site (Form O-2 Undergraduate Associate Students Only)

Permission to attend commencement exercises at a location other than the Penn State Campus where you completed your academic work may be requested by completing this form. Please follow the instructions below.

1. Forward this form to the Graduation Coordinator in the Dean's Office in the College of your major no later than the end of the eleventh week of the semester you are graduating. Your request will be forwarded to the Graduation Coordinator in the Dean's Office of the alternative site College for their approval. The alternative site College being asked to consider this request reserves the right to approve or deny your request.
2. If approval is granted, the Graduation Coordinator in the Dean's Office of the alternative site College will notify you of the approval. The alternative site College will also provide you with instructions concerning the commencement ceremony.
3. If the request to graduate at an alternative site is not approved, the Graduation Coordinator in the College Dean's Office denying the request will notify you and the other College of the denial.

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I request permission to attend commencement exercises at the "Requested Commencement Location" indicated below. I understand that the awarding of the diploma is contingent upon the satisfactory completion of all graduation requirements, as certified by the appropriate faculty within my College.

Student Name: \_\_\_\_\_ PSU ID: \_\_\_\_\_  
Degree Expected: \_\_\_\_\_ Major: \_\_\_\_\_  
Semester of Graduation: \_\_\_\_\_ College: \_\_\_\_\_  
Assigned Commencement Location: \_\_\_\_\_  
Requested Commencement Location: \_\_\_\_\_ (If University Park Campus, must specify College)  
Reasons(s) for Request: \_\_\_\_\_

**Student Contact Information:**

Local Street address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Degree-Granting College Review: Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Alternative Site Approval: Signature: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Denied**

**Note to Colleges:**

**If approved, the alternative site College will notify the student of the approval and update the Student Information System.**

**If denied, the College denying the request will notify the student of the denial.**

Approved: ACUE (5-5-05)  
Revised: Editorial (1-17-12)  
Revised: Editorial (2-16-12)  
Revised: Editorial (4-5-18)