

If You Are Unable to Attend Commencement

Please note that if you do not intend to participate in Commencement, you must:

1. Send a request in writing to the:

Associate Provost for Academic Affairs and
Undergraduate Studies
Alabama A&M University
PO Box 287, 108 Patton Hall
Normal, AL, 35762

explaining why you are unable to participate and that you would like your diploma mailed to you. Make sure to include your name, student ID number and expected graduation semester/year. The Office of Academic Affairs will send a written response back to you approving/rejecting your request.

2. Be sure that you are cleared from the following offices:

Financial Aid
Business
Career Development Services
Registrar

Without these clearances, your diploma cannot be sent to you.

3. If your request is approved in Academic Affairs and you are cleared by the offices in section two, see the Senior Records Administrator, in the Registrar's Office. Please have with you a copy of the approved letter from Academic Affairs releasing you from attending Commencement. Request that he/she make arrangements to mail your diploma.
4. You are responsible for payment of the mailing costs. The Senior Records Administrator will give you an amount for mailing the diploma to you. Go to the Cashier's Office on the first floor in Patton Hall and pay this amount. Take a copy of the receipt to Senior Records Administrator. Please keep your original receipt safe. It is your proof that you have done what was required of you.