

Central Virginia Community College
3506 Wards Rd, Lynchburg, VA 24502



Request to be Excused from Attending Commencement

****Please return this completed form to the Office of Admissions and Records**
Amherst Hall, Room 2204, (434)832-7633 or fax to 434-832-7793**

| | | | |
|-----------|------------|----------------|-------------|
| Last Name | First Name | Middle Initial | Student ID# |
|-----------|------------|----------------|-------------|

Street Address

| | | | |
|------|-------|----------|-----------------|
| City | State | Zip Code | Daytime Phone # |
|------|-------|----------|-----------------|

Briefly explain your reason for not being able to attend commencement:

- I will pick up my diploma in the Office of Admissions and Records on or after July 30.
- Please mail my diploma to the address above.*Note: If your address changes, please notify the graduation coordinator and Office of Admissions and Records as soon as possible so that your diploma is not sent to the wrong address. The college will not be held responsible for damage incurred during shipping.

Student Signature

Request: Approved Denied

Signature of Dean of Student Services Date