

University of San Francisco

Office of the Registrar

Commencement Exception Request

Request ID: cfd4692f-6ca4-4f21-8090-a1bd6609acdc

Student Information

Student Name: Steven Bosso
USF Username: sjbosso
USF Email: sjbosso@usfcfa.edu
Student ID: 12345678
School/College: CAS
Degree Program: Computer Science
Phone Number: (415) 555-1234

Exception Request Details

Original Ceremony: Fall 2025
Requested Ceremony: Spring 2026
Extenuating Circumstances: I need to complete one remaining course in January 2026.
Submitted: 2026-02-11T20:33:51.336310+00:00

Registrar Decision

Decision: APPROVED

Reviewer: Dr. Jane Smith
Rationale: Student is in good standing with only one course remaining.
Decision Date: 2026-02-11T20:33:51.336393+00:00

Cap and Gown Fulfillment

Gown Size: L
Cap Size: M
Mailing Address: 2130 Fulton Street, San Francisco, CA 94117
Fulfillment Status: PENDING

Audit Trail

Timestamp	Action	Actor
2026-02-11T20:33:51	Request submitted by student	sjbosso
2026-02-11T20:33:51	Status changed: SUBMITTED -> APPROVED	Dr. Jane Smith
2026-02-11T20:33:51	Fulfillment information submitted	sjbosso

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Conversation Transcript

[ASSISTANT]

Welcome, Steven! I've retrieved your information from our system.

[USER]

Yes, that looks correct.

[ASSISTANT]

What is the best phone number to reach you at?

[USER]

(415) 555-1234