

Effective: June 24, 2014

**Enrollment Management Policy
GRADUATION POLICY**

Approved: June 24, 2014
President's Cabinet

Graduation and Participation in Commencement

Students intending to graduate with a bachelors or graduate degree will complete the necessary Application for Graduation in the term/semester that they plan to complete their degree. Undergraduates who will complete their requirements in spring semester or one of the following summer terms will be included in the May Commencement ceremony. Undergraduates completing their requirements in fall semester or the following winter term will be included in the December Commencement ceremony.

Awarding of Degrees

A degree will only be awarded in the semester/term that the work was completed and reported to the Registrar's Office. Any student applying for graduation must complete all requirements including "I" grades within 4 weeks of the graduation date. Students will be notified if they are assigned an "I" grade in their last semester that they have a reduced time to complete the work and retain their original graduation term. Coursework that extends into a future semester or term will result in the graduation term being moved to that semester/term. Students who use transfer work to complete their requirements will have their degree conferred during the semester/term when the Registrar's Office is notified via official transcript, regardless of when that coursework was taken.