Campus Administrative Policy

Policy Title: **Graduation Deadlines**

Policy Number: 7017   Functional Area: Student Affairs

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Effective: July 1, 2020
Date Last Amended/Reviewed: June 30, 2020
Date Scheduled for Review: July 1, 2027
Supersedes: Graduation Deadlines (January 1, 2012)

Approved by: Michelle A. Marks
                                     Chancellor, University of Colorado Denver

Prepared by: Provost's Office
Reviewing Office: Office of the Provost
Responsible Officer: Provost and Executive Vice Chancellor for Academic
                                     and Student Affairs

Applies to: CU Denver
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A.   **INTRODUCTION**

The University wants to ensure students intending to graduate at the end of a given term submit their online application for graduation on time, are listed in the commencement program, receive communications regarding commencement ceremony registration, and have timely access to transcripts and diplomas. This policy establishes uniform deadlines and procedures for students, schools, and colleges to follow regarding graduation each term.

B.   **POLICY STATEMENT**

1.   The responsibility of applying for graduation lies with the student. Students wishing to graduate at the end of a particular term must submit their online application for graduation through the "UCDAccess" student portal by the deadlines specified in this policy. Applications submitted after the published deadlines specified in the Academic Calendar may not be accepted.

2.   Students who fail to submit their online application for graduation by the published deadlines may have to apply for graduation during the application period of the next term.

3. Students may work with their School/College to initiate a request for an exception to apply for graduation after the published deadlines. Appropriate School/College personnel will follow established processes and work with the Registrar's Office to determine if a student can be added to the tentative graduation list.

4. All schools and colleges must adhere to the deadlines and follow the procedures established in this policy.

C. APPLICATION FOR GRADUATION SUBMISSION DEADLINES

1. Students intending to graduate at the end of a particular term must submit an online application for graduation between the first day of registration and census date of that term.

2. If a student submits an online application for graduation but does not graduate at the end of the term, that student must re-apply to graduate in the subsequent term in which the student then intends to graduate.

D. TENTATIVE LIST

The submitted and approved online applications constitute the list of tentative graduates. This list is used to ensure that students will receive communications regarding commencement ceremony registration and other commencement-related events.

E. APPLICATION FOR GRADUATION VERIFICATION

1. Each semester, the Office of the Registrar will notify the schools and colleges of the date by which they must approve/deny applications for graduation.

2. The schools and colleges then check each application on the list of tentative graduates for accuracy. The major, minor, option, etc., must be checked. Schools and colleges are responsible for verifying that students have met all requirements for graduation from their program.

3. Upon receipt of the tentative list of graduates, the Office of the Registrar will run a system check to verify that all undergraduate students are expected to fulfill the minimum university requirements for graduation (e.g. GPA, minimum credits, residency, etc.). Students who do not meet these requirements may be removed from the tentative graduation list and schools/colleges and the student will be informed.

4. If students submit online applications for graduation that are not accurate, they may not be able to graduate at the end of the desired term. Schools and colleges must correct, or work with the necessary departments to correct, the student's record in the student information system.

5.   The student must have an active CU Denver program in the correct career field for the term in which that student is graduating. If an active program does not exist for the student, the school or college must contact the Admissions Office and request a record be created through the admissions process.

6.   The school or college is responsible for checking for the active program. All inactive programs are identified by a status of "discontinued" or "completed program."

7.   Graduate students must be enrolled during the semester in which they defend their thesis or dissertation and/or take their comprehensive exam. Provided they have otherwise met all graduation requirements, Graduate students can be awarded a degree while not registered in a class. Undergraduate students are not required to be registered in the term of graduation.

F.   CONFIRMED LIST

The Registrar's Office will notify the schools and colleges of the submission deadline (approximately one month after the end of each term) for degree certifications and confirmed graduation lists. The confirmed list determines which students will graduate at the end of that term. By complying with the Registrar's deadlines, schools and colleges will ensure that graduating students have timely access to transcripts and diplomas.

G.   APPLICATION

1.   Schools and colleges may not add a student to the graduation list for a prior degree year or term.

2.   Students will be considered for graduation in the term in which they apply if degree requirements have been met. Diplomas and transcripts will reflect the confer date of the term in which the student applied, not the term in which degree requirements were met.

3.   Late grades are not a sufficient reason for adding a student to the graduation list for a prior degree year. Faculty members must submit grades on time so that students will receive their diplomas during the term in which they complete the work. Students with outstanding incomplete courses must submit their work on time to faculty members and adhere to the incomplete grade policy as defined in the individual school and college dean's office.

4.   In extenuating circumstances, the provost may authorize adding a student to the graduation list for a prior degree year or term. The school/college must submit complete documentation of the circumstances to the Office of the Registrar in order to be considered. Each case will be decided on an individual basis and requires approval from the dean of the school/college, the registrar, and provost (or designee). In the case of graduate students, approval by the dean of the Graduate School is also required.

Notes

1.   Dates of official enactment and amendments:
      June 1, 2006: Adopted
      January 1, 2012: Revised and reissued by the Provost
      April 12, 2019: Modified
      July 1, 2020: Revised, reissued by the Chancellor

2.   History:
      April 12, 2019: Modified to reflect a Campus-wide effort to recast and revitalize Campus
      policy sites into a standardized and more coherent set of chaptered policy statements
      organized around the several operational divisions of the university. Article links,
      University branding, and formatting updated by the Provost's office.
      July 1, 2020: Provided clarity to referenced titles where appropriate, requirements for
      enrollment to graduate, and updated the application verification steps.

3.   Initial Policy Effective Date: June 1, 2006

4.   Cross References/Appendix: N/A