Academic deans will inform the Registrar's Office at the end of each quarter of those students who are expected to complete all degree requirements and graduate. Included in the information will be the list for the commencement book in accordance with the procedures of the Commencement Committee.

The Registrar's Office will be responsible for ordering diplomas and degrees.

The date to be used as the date of requirement completion is the Saturday following the last day upon which there is academic activity in that quarter. In the instance wherein a student departs from the university prior to completion of degree requirements and subsequently satisfies these requirements by submission of thesis/dissertation and transfer credit, the date of requirements completion shall be the last day of the quarter during which either thesis/dissertation, "co-op" report, removal of incomplete grades, or transfer credit is accepted.

Students who are expected to graduate at the end of the fall, winter, spring or summer quarter will be included in the spring commencement program.

The Registrar's Office will release diplomas to the students upon receipt of the degree and diploma certification lists from the academic deans after all financial obligations are met. The Registrar's Office will also enter completion of the degree requirements and the degree awarded as part of the student's academic record.

Responsible Office: Office of the Provost/Registrar's Office

Effective Date: Approved February 24, 1960

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