

Policy Number: 50

CERTIFICATION FOR GRADUATION
FOR UNDERGRADUATE AND GRADUATE STUDENTS

The evaluation of the student's record made by the Certifying Dean shall take precedence over any information provided by the student's adviser.

Student files concerning certification for graduation shall be retained for a period of five years after graduation or the date of last attendance.

PARTICIPATION IN COMMENCEMENT CEREMONY

Names of students who have completed application for graduation and who have demonstrated a reasonable chance of completing graduation requirements will be placed on the college graduation list submitted by each Certifying Dean to the Records Office.

Names may be added to the college graduation list if information supporting the action is received in sufficient time to do so.

Students whose names appear on a given semester's official graduation list may participate in that semester's commencement ceremony or a subsequent ceremony of their choice. Requests for exceptions may be granted according to the following guidelines:

Students able to complete all of their degree requirements by the end of the Summer Term may be granted permission to participate in the preceding Spring commencement ceremony.

Students with only student teaching, internship, or practicum to be completed may be granted permission to participate in the commencement ceremony preceding their final term.

Those who qualify for participation in an earlier commencement ceremony must complete a request form prior to the deadline specific to the semester in which the earlier ceremony will take place.

Regardless of participation in a commencement ceremony, no student will be certified for graduation and awarded a degree and diploma until the appropriate Certifying Dean has provided the Records Office with official verification of the completion of all degree requirements.

CERTIFICATION FOR GRADUATION

Responsibility of Certifying Dean

Upon receipt of a student's application for graduation and receipt of all pertinent documents from the Records Office, the Certifying Dean, or designee (hereafter referred to as Dean only), shall:

1. establish an appropriate individual file for the student.
2. evaluate the student's progress toward graduation.

3. provide the student with a written statement of the requirements to be completed for graduation. The student's adviser will also be provided with a written statement of the requirements if the same documentation is not available through the university's online computer system.
4. confer with students who have questions concerning their graduation requirements.
5. update the student's records for each subsequent term upon receipt of official grade; maintain a summary file as appropriate.

For students who are seeking graduation for the current term, the Dean shall:

1. upon receipt of the tenth-day student load list, determine whether students will complete all graduation requirements if they satisfactorily complete the courses in which they are enrolled.
2. notify, in writing, student and student's adviser of the result of the most recent evaluation, with all exceptions clearly stated. Students whose names have been removed from the graduation list shall be told to reapply for graduation for a later term.
3. send to the Registrar the names of students who should be added or deleted from the tentative graduation list for the current term.
4. upon receipt of official grades at the close of the final term, notify the Registrar of the names of students who have completed graduation requirements.
5. upon receipt of official grades at the close of the final term, notify those students who did not complete graduation requirements, with copies to their advisers.

Responsibility of the Registrar

The Registrar shall be responsible for the following:

1. providing the Deans with all pertinent information as soon as possible after the student applies for graduation.
2. sending to the Deans any pertinent information concerning the student's records as it is received by the Records Office.
3. notifying the Deans of the time frame during which additions and deletions can be accepted.

Approved:
President
October 26, 2005

Monitor: Vice President for Academic Affairs