**Reason for Policy:** 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.

**I. REASON FOR PROPOSED ACTION**

According to scheduled review, our office was asked to review and provide recommended edits to the existing policy. The edits recommended provide clarity to referenced titles where appropriate and provide two additional procedural steps which have evolved over time.

**II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW**

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<table>
<thead>
<tr>
<th>Policy Title:</th>
<th>Graduation Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number:</td>
<td>7017</td>
</tr>
<tr>
<td>Policy Functional Area:</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Date Submitted:</td>
<td>October 15, 2019</td>
</tr>
<tr>
<td>Proposed Action:</td>
<td>Approve Update</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>This policy establishes uniform deadlines and procedures for students, schools, and colleges to follow regarding graduation each term.</td>
</tr>
<tr>
<td>Desired Effective Date:</td>
<td>January 1, 2020</td>
</tr>
</tbody>
</table>
| Responsible University Officer: | Provost and Executive Vice Chancellor for Academic and Student Affairs  
Interim Vice Provost and Senior Vice Chancellor for Student Success and Achievement |
| Responsible Office: | Office of the University Registrar |
| Policy Contact: | Office of the University Registrar |
| Last Reviewed/Updated: | January 1, 2012 |
| Applies to: | University of Colorado Anschutz Medical Campus  
University of Colorado Denver  
University of Colorado south Denver Location  
All Campuses |
Provost (TBD)
Interim Provost (L. Bowman, TBD)
Executive Director, Academic Advising (N. Hen)
Deans (TBD)
AD/ASG (TBD)
Schools & Colleges Advisors (TBD)
Graduate Admissions (TBD)
Undergraduate Admissions (TBD)
AVC Academic Operations (N. Viveiros, TBD)
Student Government (J. Sutliff, TBD)
Registrar (C. John, 10-15-19)
Policy Coordination Manager (M. Heredia, ongoing involvement)

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes?

   No

   1. If no, please explain. No substantive legal changes

   2. If yes, what is your plan to get the legal review? N/A

   3. Date legal review completed: N/A

   4. Person completing legal review: N/A

IV. FISCAL REVIEW: Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? Yes/No

If yes, please explain: