



**Campus Administrative Policy**

**Policy Title:            Graduation Deadlines**

Policy Number:    7017                            Functional Area:    Student Affairs

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Effective:                            ~~January 1, 2012~~ May July 1, 2020 (Pending)  
Date Last Amended/Reviewed:    January 1, 2012  
Date Scheduled for Review:        July 1, 2027 (Pending)<sup>19</sup>  
Supersedes:                         Graduation Deadlines (January 1, 2012), ~~June 1, 2006~~

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

Applies to:                         CU ~~University of Colorado~~ 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 ~~will~~ may not be accepted. ~~Advisors are able to request an exception in cases where they deem it necessary to add a student to the graduation list. Students may work with their academic advisor to initiate a request for an exception to apply for graduation after the published deadlines. Academic advisors will follow established processes and work with the Registrar's Office to determine if a student can be added to the tentative graduation list.~~

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

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

43. The 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. Once verified, this list is used for the commencement 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 reach 120 completed credits with a minimum cumulative CU GPA of 2.0 fulfill the minimum university academic 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. and the schools and colleges will be informed.
34. 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 ISIS (the University's computerized database).the student information system.
45. 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.
56. The school or college will be responsible for checking for the active program. All inactive programs are identified by a status of "discontinued" or "completed program."
67. 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. must be registered in at least one class for the term of graduation. If a graduate student will not be registered for any other classes, that student must register for CAND 5940, Candidate for Degree. Undergraduate students do not have 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 ~~rare and unusual~~ extenuating circumstances, the Provost may authorize adding a student to the graduation list for a prior degree year or term. ~~Students and~~ The school/college must submit complete documentation of the circumstances to the ~~Associate Vice Chancellor for Academic Affairs~~ 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  
May/July 1, 2020 (Pending): 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 (Pending): 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