

COMMENCEMENT CEREMONY PARTICIPATION AND DEGREE COMPLETION

Traditional Undergraduate Programs

Undergraduate students may only participate in Commencement ceremonies at the conclusion of the Spring term if they have no more than four (4) units outstanding to complete their degree. These units must be completed in the academic term immediately following the Commencement ceremony in which they participate (e.g. participation in May, completion of academic requirements due in August). Any student academic file remaining open at the conclusion of the academic term immediately following the Commencement ceremony in which they participated will be archived and a fee may be assessed for reactivation of file and re-admittance to the university to complete outstanding course work.

Successful completion of off-campus testing for academic credit, such as CLEP, must be verified **prior to the beginning** of spring term to be considered for the May ceremony. Students completing outstanding units at another college or university, must complete an *Off-Campus Units Request* form and receive approval from the Office of the Registrar in advance of enrollment at secondary institution.

Professional Education Programs

Students desiring to participate in commencement ceremonies in May should be aware that they will be approved to “walk” only if they have no more than three (3) courses to be completed during the summer term *immediately* following commencement. Successful completion of off-campus testing for academic credit, such as CLEP, must be verified by the Office of the Registrar **prior** to the beginning of spring semester to be considered for the May ceremony.

Students in Professional Education programs are allowed twelve (12) months after the end of their final upper division course to complete any outstanding general education or elective coursework needed to become a degree candidate. Students taking longer than twelve (12) months will be required to complete any new upper division requirements in effect for their degree program. Students must complete the re-admission process after a withdrawal or a one term leave of absence.

Graduate Programs

Academic degrees are formally awarded twice a term: once after the first 8-week term and once at the end of the term, in Fall, Spring and Summer terms. The degree is posted on the transcript as of the last day of the term in which the graduation requirements are met. Commencement exercises are held annually at the end of the Spring term.

