APPLICATION FOR GRADUATION AND CONFIRMATION OF DEGREE POLICY, UNDERGRADUATE

Graduation Audits

1. Undergraduates may not graduate without having a complete 'Graduation Audit' conducted by Registry Services to ensure that all degree requirements have been completed.

2. Undergraduates must obtain a minimum cumulative GPA of 2.000 and a major of 2.000 in order to graduate.

3. A "Timeline for Graduating Seniors" is posted on the Registry Services page of the Portal each semester, and an email is sent to all students informing them of their responsibilities in this regard.

4. Students must submit an "Application for Graduation" form to Registry Services, endorsed by their academic advisor, in the semester before they plan to complete their degree requirements.

5. Registry Services will conduct an initial audit to ensure that graduation requirements will have been fulfilled. Changes to a student's registration may be required at this point.

6. A final graduation audit is carried out after grades have been submitted for the final term of enrolment and a confirmation of completing degree requirements is sent from Registry Services to qualifying students.

7. Students who have completed the University's graduation requirements at any of the three points in the year at which diplomas are issued are reported to the UKVI as having completed their studies.

8. Students completing requirements outside of the Spring semester, who wish to return and participate in the annual Ceremony, are welcome to do so under a general visitor visa.

9. Undergraduate results are considered at the annual University Exam Board held in the Summer (see Examinations Policy: Administration and Invigilation).

Students Completing Graduation Requirements Elsewhere

1. Students are normally expected to complete their graduation requirements at the University. In exceptional circumstances, however, a student may apply to the Academic Registrar for permission to complete graduation requirements elsewhere under an official Leave of Absence (see Leave of Absence Policy).

2. If official transcripts confirming completion of the pre-approved courses with grades of C or above are received by Registry Services before the end date of the leave of absence, the student's diploma will be issued after the next University Exam Board following actual completion of the degree requirements.

3. Undergraduates who originally intended to complete their studies elsewhere may also make arrangements to return to the University to complete degree requirements, under the normal leave of absence policy, or may apply for readmission, should their leave of absence have lapsed without their having completed their requirements elsewhere (see Admissions Policy).

VERSION MANAGEMENT

Responsible Department: Registry Service			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Added GPA requirements re: graduation	August 2020	August 2020
003	Removal of UK-only award reference, month of graduation ceremony, and updated job titles	August 2022	01 September 22
004	Completed Version Management table	18 October 2022	18 October 2022
		Restricted access? Tick as appropriate ☐ **Yes** ☒ **No**	