PROPOSED CHANGE TO REGULATIONS O-3 and O-4

Rationale for Change to Regulations O-3 and O-4

The changes to Regulations O-3 and O-4 (Application for Degrees and Commencement) are being proposed for the following reasons:

• Undergraduate students must meet with advisors prior to registering for classes. The process of determining the final semester classes fits logically with the process of completing and filing the application for degree.

• Currently students only have the first two weeks of the final semester to pick up and pay for the application for degree, meet with their advisor or major professor, identify remaining requirements, and secure all signatures. This is done as both students and advisors are busy adjusting to the first two weeks of classes. With this new proposal, students would have the entire advising period (nearly 2 full months) to complete the graduation application process.

• Graduating students would be identified earlier and commencement related information could be directed to them earlier.

• Deficiencies would be caught in time for students to make adjustments to their class schedules.

• Reference to binding and microfilming fees for thesis/dissertations is being added (per request from the College of Graduate Studies).

Proposed Changes - Application for Degrees (O-3) and Commencement (O-4)

O-3. Application for Degrees. In the semester preceding the completion of degree requirements, Candidates for degrees must, at the beginning of the last semester or summer session in residence, pay the diploma fee (graduate students may also need to pay a binding and microfilming fee) and file an application with the dean of the division college through which the degree is offered. If two degrees are to be received concurrently, separate applications must be filed with the dean(s) of the division college(s) concerned. The application must be filed with the dean after the diploma, binding, and microfilming fees have been paid at the Student Accounts/Cashiers Office. (See “Fees and Expenses” in part 2.) The last day for filing applications for degrees is the beginning of the third week of the semester or the beginning of the second week of summer session. The deadline for filing applications for degree without a late service charge, is the final day of the Fall semester for degrees to be awarded in May, and the final day of the Spring semester for degrees to be awarded in August or December.

O-4. Commencement. Formal commencement exercises are held at the close of the fall and spring semesters; however, diplomas are also issued at the close of the summer session to such candidates as have completed their graduation requirements at that time. All students who graduate in the summer, fall, or spring are entitled to participate in the commencement exercises. At the beginning of the semester in which graduation requirements are completed, students must indicate on their application for degree whether they intend to participate in the formal commencement exercises so that appropriate arrangements can be made. Reservations for caps, gowns, and hoods must be made by the date specified by the registrar. Diplomas are ready about twelve weeks after the end of the academic session in which graduation requirements are completed.