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5.705 Degree and Academic Certificate Conferral Policy

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Degree and Academic Certificate Conferral Policy Policy 5.705	
Academic Policies		Effective date: July 8, 2019	
Policy History: Approved Revised Responsible Office Office of Vice Chancellor of Academic Affairs	Approved by: Chancellor Chancellor Responsible Administrator: Vice Chancellor of Academic Affairs	Resolution # N/A N/A Contact information 937-769-1351	Date July 8, 2019 Applies to: All Faculty

I. Introduction

A. **Purpose.** The purpose of this policy is to define and establish common practices regarding the awarding of credentials (degrees and academic certificates) by Antioch University.

II. Applicability

This policy applies to all academic degrees and academic certificates issued by Antioch University at the bachelors, masters, doctoral and professional levels.

III. Eligibility for Degree or Academic Certificate

A. **Catalog of Entry.** The catalog of entry is the catalog that was in effect during the first term of the student's enrollment. All students are responsible for meeting the requirements for their intended degree or certificate as outlined in their catalog of entry. Students who wish to meet requirements of a subsequent catalog must petition to change catalog requirements.

Students may not request meeting program requirements from catalogs prior to their date of entry.

B. Course and Non-Course Requirements. Programs may establish credit-bearing and non-credit-bearing course requirements, as well as non-course requirements. These requirements must be detailed in the student's catalog of entry, and students must meet all course and non-course requirements to earn the degree or certificate.

C. Exceptions to Degree and Academic Certificate Requirements. A student's advisor may approve substitutions for or waivers of requirements for degrees or certificates if the advisor determines that the program learning outcomes for the credential may be met in an alternative way. Documentation of such approval must be in made in writing and submitted to the Registrar's Office for placement in the student's official file. If no learning outcomes exist for a given credential (*e.g.*, certain certificates), no substitutions or waivers may be approved.

D. Exceptions for Posthumous Honorary Credential Conferral. In the case of a student's death while actively pursuing a degree, an evaluation will be undertaken to determine if the student's progress merits the awarding of a posthumous honorary degree or certificate (see Posthumous Degree Policy 5.709). If approved, outstanding degree requirements will be waived in accordance with the policy.

IV. Degree and Academic Certificate Conferral Procedures, Deadlines and Timing

A. Graduation Application. All students must submit a graduation application to indicate intention to complete their program of study. This application should be made 1-2 terms prior to the student's intended completion term. ****Note:** some Education credential-only programs are exempt from the graduation application requirement.

1. **Graduation Application Expiration.** If a student does not complete program requirements in the term for which they have submitted a graduation application, the application will be extended by one term as a courtesy. If the student does not complete all program requirements by the end of the one-term extension, the graduation application will be cancelled, and the student will need to submit a new application.

B. Degree or Academic Certificate Conferral Date. All degrees and certificates are conferred effective as of the final day of the term in which all requirements for the credential are completed. Any exception must be related to the structure of the program, affect all students, and be approved by the Vice Chancellor for Academic Affairs and University Provost.

1. If a student receives an Incomplete grade in their final term of enrollment, the conferral date will be effective the final day of the term in which the incomplete work was finished, not the final day of the term of registration.

2. Per Thesis and Dissertation Archiving Policy 5.405, all doctoral programs that have a dissertation as a graduation requirement and some master's programs require digital archiving of dissertations and theses. These degrees will not be considered complete until the Electronic Thesis and Dissertation (ETD) Coordinator informs the Registrar's Office of the uploading of the final document. The degree will be conferred

as of the final day of the term in which this confirmation is received.

3. **Materials for Degree Conferral:** All applications, paperwork (change requests, external transcripts, substitution/waiver forms), and approvals must be received by the University Registrar's office no later than two weeks prior to the term conferral date. Receipt of these materials later than this date will result in a conferral being processed the following month.

4. **Diplomas, Certificates and Final Transcripts:** Final documents are produced by the Office of Academic Records on a monthly basis, starting on the 10th of each month. If degree conferral is delayed (see #3 above), final documents will be produced the following month. The date of conferral will not be affected by this delay.

C. Financial Obligations. The conferral of degrees or certificates will not be delayed as a result of an outstanding financial obligation. However, final documents (diplomas or certificates and transcripts) will not be released until all financial obligations are satisfied.

Policy Cross Reference

Diploma and Academic Certificate Language Guidelines	Policy #5.703
Posthumous Degree Policy	Policy #5.709