

SENATE ACTION FORM

No. 1241

Subject: Degree Conferral policy & Late Add Narrative

Reference to Senate Minutes dated: January 17, 2023

Senate Action:

MOTION: APC– It is moved to approve Degree Conferral policy and Late Add Narrative as presented.

VOTE: Approved by voice vote.

Response requested:

**Approval for placement in University Catalog, Undergraduate and Graduate**

Approval for placement in University Regulations

Recommendation to Board for placement in Board Policy Manual

None (sent as information item)

Other action requested/comments:

*Dawit Senbet*

\_\_\_\_\_  
Faculty Senate Chair

1/17/2023  
Date

\* \* \* \* \*

Administrative review of Senate action (unnecessary for information items):

Reviewed by **VPAA/Provost**. Check  if comments attached

Reviewed by **General Counsel**. Check  if comments attached

Presidential action:

Approve  Reject  Return to Senate for discussion/modification (comments attached)

\_\_\_\_\_  
President/Designated Administrative Officer

\_\_\_\_\_  
Date

Date of Board approval (if applicable): not applicable

**PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, CARTER HALL 2004, BOX 75.**  
[Faculty.Senate@unco.edu](mailto:Faculty.Senate@unco.edu)

## ACADEMIC POLICIES COMMITTEE/GRADUATE COUNCIL

**Subject:** Degree Conferral Policy – Recommended Language Update

**Originator:** Charlie Couch, Registrar

**Placement(s):** Undergraduate and Graduate Catalog

**Reviewed by APC on 10/24/2022 and sent to Codification**

**Reviewed by Codification on 11/02/2022 and sent to APC**

**Reviewed by APC on 12/5 and sent to Senate**

### **Purpose/Rationale:**

The narrative additions/edits below are recommended to provide clarity around UNC's current degree conferral process practice as a *standard* term institution, operating on a semester system. In addition, with the current and potential future addition of carousel/block program formats, it's important to provide context and transparency to prospective students on *when* UNC confers its degrees annually, along with describing the pieces of evidence that demonstrate degree completion.

### **Current Language:**

#### [UG Policy](#)

##### **Degree Conferral Policy**

Academic records will be locked upon degree conferral. Under no circumstances will changes be made to the academic record after degree conferral.

When all degree requirements have been completed, a degree must be awarded and completed in the term that it is brought to the attention of the Office of the Registrar. Students cannot request a delay in awarding a degree once all degree requirements have been satisfied.

#### [GR Policy](#)

##### **Degree Conferral Policy**

Academic records are final upon degree conferral. Under no circumstances will changes be made to academic record after degree conferral.

### **Recommended Language:**

#### [UG Policy](#)

##### **Degree Conferral Policy**

UNC confers degrees after the conclusion of the Fall, Spring, and Summer terms. The official date of conferral will be listed on official transcripts and diplomas. The conferral date is either the date of commencement (for Fall and Spring semesters) or the last day of the Summer semester. Transcripts and

diplomas listing the final degree are typically available 4 to 5 weeks after the end of the term to allow time for the Office of the Registrar to verify that all degree requirements have been completed (See [Semester Academic Calendar](#)). Prior to the date final transcripts and degrees are available, a student who completes all requirements may request an official "Pending Conferral Letter" from the Office of the Registrar.

Academic records will be locked upon degree conferral. Under no circumstances will changes be made to the academic record after a degree has been conferred.

~~When all degree requirements have been completed, a degree must be awarded and completed in the term that it is brought to the attention of the Office of the Registrar. Students cannot request a delay in awarding a degree once all degree requirements have been satisfied.~~

## [GR Policy](#)

### **Degree Conferral Policy**

~~Academic records are final upon degree conferral. Under no circumstances will changes be made to academic record after degree conferral.~~

UNC confers degrees after the conclusion of the Fall, Spring, and Summer terms. The official date of conferral will be listed on official transcripts and diplomas. The conferral date is either the date of commencement (for Fall and Spring semesters) or the last day of the Summer semester. Transcripts and diplomas listing the final degree are typically available 4 to 5 weeks after the end of the term to allow time for the Office of the Registrar to verify that all degree requirements have been completed (See [Semester Academic Calendar](#)). Prior to the date final transcripts and degrees are available, a student who completes all requirements may request an official "Pending Conferral Letter" from the Office of the Registrar.

Academic records will be locked upon degree conferral. Under no circumstances will changes be made to the academic record after a degree has been conferred.

**Subject:** Course Late Add – Recommended Policy Language Update

**Date:** September 14, 2022

**Originator:** Charlie Couch, University Registrar

**Placement(s):** Undergraduate and Graduate Catalog

**Reviewed by APC on 10/24/2022 and sent to Codification**

**Reviewed by Codification on 11/02/2022 and sent to APC**

**Reviewed by APC on 12/5 and sent to Senate**

**Purpose/Rationale:**

UNC’s current course late add language implies only face to face interaction using the word “attendance”, excluding other instructional modalities, specifically online.

Recommend adding additional narrative that reflects definitions provided by the DOE and currently published in the [grading section](#) of UNC’s UG and GR catalogs and referenced below:

*As defined by the U.S. Department of Education, academic engagement is defined as active participation by a student in an instructional activity related to the student's course of study that includes, but is not limited to—*

- *Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students*
- *Submitting an academic assignment*
- *Taking an assessment or an exam, participating in an interactive tutorial, webinar or other computer-assisted instruction*
- *Participating in a study group, group project, or an online discussion that is assigned by the institution*
- *Interacting with an instructor about academic matters*

**Current Policy Language:** [UG Catalog](#) and [GR Catalog](#)

A course late add will only be approved when there were extenuating circumstances beyond the student’s control that kept the student from adhering to the published deadline. Student lack of knowledge of the published deadlines does not warrant an appeal.

In order to submit an appeal:

- Student must have been attending on or before the drop deadline to be considered.
- Student must include a written statement describing the circumstances that kept the student from adhering to the deadline. Petitions submitted without a reason will be denied.
- All required signatures must be obtained.
- If the student has financial aid, the student is responsible to contact financial aid to understand how this will affect their aid.

**Proposed Policy Language Recommendations (Clean Copy):**

A course late add will only be approved with evidence of extenuating circumstances beyond the student's control that kept the student from adhering to the published deadline. Student lack of knowledge of the published deadlines does not warrant a petition.

To submit a petition:

- A student must have been academically engaged in the course on or before the drop deadline for the petition to be considered.
- The petition must include a written statement describing the circumstances that kept the student from adding the course prior to the deadline. A petition submitted without a reason will be denied.
- All required signatures must be obtained.

Students receiving financial aid are responsible for contacting the Office of Financial Aid to understand how this will affect their award amount.