



Policy Name:	Degree Conferral Policy
Effective Date:	May 4, 2023
Last Revision Date:	April 12, 2023
Last Review Date:	April 12, 2023
Approving Authority:	Northwest Leadership Team
Responsible Office:	Provost
Category:	Academics and Enrollment

Purpose

The purpose of this policy is to define the guidelines for conferring degrees at all levels at Northwest.

Policy

- 1) All students must apply to Graduate through CatPAWS. Students should apply for the term in which they will complete all degree requirements as opposed to the term in which they want to participate in a commencement ceremony.
- 2) Degree completion dates will not be backdated.
- 3) Degrees are awarded at the conclusion of the fall, spring, and summer terms.
- 4) Students who are not eligible for an awarded degree in their original term of intended graduation must reapply for a future degree completion term.
- 5) Students enrolled in the term following degree conferral will be allowed to continue and recorded as non-degree seeking students if they do not reapply for admission.
- 6) A degree is not officially considered earned until the degree conferral date is posted to the student's transcript and certified by the Registrar. Degrees are posted at the end of the term in which the student is registered for final classes needed to complete degree requirements.
- 7) The length of time required for completion may extend beyond the end date of the last term of enrollment. Degrees will be conferred on the 26th calendar day after the graduation date or the 18th class day of the following term (whichever is earlier).
- 8) Students will be allowed to have two degrees conferred during the same conferral period from the same level of study.
- 9) Students will be allowed to have certificate/s awarded at the same level (UG/GR – GR includes Master's and Specialist level) during the same conferral period as their degree.

Procedures

- 1) Commencement ceremonies are held at the end of spring and the end of fall.
- 2) An electronic diploma is provided to students if all requirements have been met and certified by the Registrar. Additionally, a diploma is mailed to students approximately 6-8 weeks after the end of the term of degree completion if all requirements have been met and certified by the Registrar.

- 3) Examples of extended degree completion times that may require later award processing include, but are not limited to:
- a. Degree completers who have incomplete grades in any course needed to satisfy degree requirements must resolve those incomplete grades and instructors must report them to the Registrar's Office by the deadline.
 - b. Degree completers who are required to provide Northwest with a transcript showing approved coursework needed to satisfy degree requirements must have the transcript sent to the Northwest Admissions Office by the deadline.
 - c. When a thesis, dissertation, practicum, internship, or comprehensive exam is required for degree completion.