

Graduation Application Instructions

2012-2013

To be considered a candidate for graduation, all students must file a Graduation Application with the Office of Academic Records and Registration no later than the published deadline.

When to apply for graduation

Non-traditional Undergraduate Students: Students should apply for graduation when they are within 15 credit hours, or one semester, of completing their degree requirements. If you are planning to participate in a commencement ceremony that will occur prior to your intended graduation date, you will need to submit an application by the application deadline corresponding to the semester in which you plan to commence (please see Graduation Application Deadlines).

Traditional Regis College Students: All traditional undergraduate students should apply two semesters (30 credit hours) prior to graduating.

Graduate/Doctorate Students: Students should apply when they are within 6 credit hours, or one semester, of graduating. If you are planning to participate in a commencement ceremony that will occur prior to your intended graduation date, you will need to submit an application by the application deadline corresponding to the semester in which you plan to commence (please see Graduation Application Deadlines). If you have more than 6 hours to complete but are registered for all of your remaining credits in a single semester, you may apply for the corresponding semester (i.e. if you have 9 credit hours but are registered for two 8 Week 1 courses and one 8 week 2 course in the same semester). *Please Note:* PT students are eligible to march only in the spring commencement.

The difference between graduation and commencement

Commencement refers to the ceremony and **Graduation** refers to the completion of all degree requirements. Participation in the commencement ceremony does not guarantee graduation. Students who plan to participate in the commencement ceremony prior to completing their degree requirements must submit the graduation application by the deadline for the semester in which they commence. Certificate students are not eligible to participate in the commencement ceremony.

Ensuring a timely graduation

In order to determine which semester you will graduate, please note the following:

1. All documentation of course grades, portfolio assessment, official transcripts from other schools, CLEP or DANTES scores, and any other necessary documentation must be completed and received by your college or advisor no later than five business days prior to the graduation date. Transfer of credits must be processed no later than one semester before your graduation date.
2. Other forms such as the "Change of Academic Intent" form or a "Name Change Affidavit" form (if you have changed your name) must be completed and turned in no later than five business days prior to the graduation date.
3. Regis College and CPS students only: If you do not complete all requirements in the semester in which you have selected to graduate, your application will automatically be rolled to the following semester. This will happen for two concurrent semesters, after which time you will need to reapply. RHCHP students are required to submit a new graduation application if they do not graduate by their initial anticipated graduation date.

Issuance of diploma and final transcripts

Diplomas and final transcripts with a degree posting will be issued to students within 12 weeks after the institutional graduation date for which a student has applied to graduate (see Graduation Dates above). All academic coursework must be completed. Diplomas are not released if any financial obligation to Regis University exists. Additionally, Nursing and Physical Therapy graduates will not be listed to the State Board until any outstanding balance has been paid.

All diplomas are mailed to the student's permanent home address on file with the University. For security reasons, we cannot mail diplomas to the permanent home address listed on the graduation application if it differs from the permanent home address on file. To verify or change your permanent home address, please call Student Services at 800-568-8932 or 303-458-4126.

Graduation Honors for overall GPA.

Undergraduate students who have earned 128 or more credit hours and who have completed all requirements for graduation are eligible for graduation honors. Graduation honors are estimated for commencement using the GPA as of 8 weeks prior to the commencement ceremony. Final graduation honors are calculated once all coursework is completed and will be noted on the diploma and on the official Regis University transcript. Honors are calculated automatically so an application is not required.

1. Undergraduate students who have completed 60 regular graded semester hours of Regis coursework are awarded graduation honors according to the following cumulative grade point average standards:

Summa Cum Laude	3.900 – 4.000
Magna Cum Laude	3.700 – 3.899
Cum Laude	3.500 – 3.699

- Undergraduate students who have completed between 30 and 59 regular graded semester hours of Regis coursework are awarded graduation honors according to the following cumulative grade point average standards:

Summa Cum Laude	3.950 – 4.000
Magna Cum Laude	3.850 – 3.949
Cum Laude	3.750 – 3.849

- Graduate students who have completed masters or doctoral degree requirements with a cumulative grade point average of 3.850 or better for 600-level or 700-level courses are awarded graduate honors.
- Honor cords are not worn at the commencement ceremonies. Estimated honors are notated in the commencement program at the time the program is printed. Final honors are posted on your diploma and final transcript.

Molly Bandimere
Commencement Specialist
303-458-4396
mbandimere@regis.edu

ATTENTION MAC USERS - All Regis University forms must be downloaded using Adobe Reader. Please first download the free application (at <http://get.adobe.com/reader/>) before attempting to fill out our forms. If you are still having difficulties, call ITS at 303-458-

Graduation

Click on the button below to apply for graduation, including earned certificate(s), and indicate if you plan to commence. (All degree seeking students must submit this application to be considered for graduation.)

Certificate ONLY

Click on the below button if you are receiving a certificate ONLY. (If you are receiving a pre- or post-grad certificate fill out this form.)

For information and application for *undergraduate* certificates, click [HERE](#).

If you are having problems accessing these form please call ITS at 303-458-4050.