



ASUN Operating Procedure – 4002

Operating Procedure Synopsis

Title: Degree Conferral

Approval Date/Revision Date(s):

Review Date(s): 3/2018, 9/2019, 9/2020, 8/2021

Executive Cabinet Liaison: Vice Chancellor for Student Affairs

Responsible Manager: Dean of Student Success and Registrar

A. Purpose and Scope

This SOP establishes a process and a timeline for degree and certificate conferral.

B. Definitions

N/A

C. Procedures

Students submit Intent to Graduate Forms to the Office of the Registrar notifying staff of their intent to complete their declared program of study. The Office of the Registrar staff log intent forms; review attached degree plans; and notify students/advisors of any noted discrepancies upon intent form submission. To view the deadlines to submit Intent to Graduate forms, visit <https://www.asun.edu/catalogs> and click on the current academic calendar.

Registrar staff and faculty work together to ensure timely submission of Intent to Graduate forms. Faculty can assist by ensuring that completion of the Intent to Graduate form is part of first day activities for short programs which are conferred on a continual basis. Faculty ensure that Intent to Graduate forms are completed as a part of first day activities on the start date of semester two for programs that require 2 semesters.

In order to confer degrees, all final grades must be posted (and on transcripts) at the close of each term.

I. Instructors submit final grades for a term on or before the deadline

II. When Final Grades are posted, courses are moved automatically to the ASU-Newport Transcript.

III. Degrees are conferred within two weeks of final grade migration to transcripts

The following certificates are conferred continually throughout the academic year – within one week of program completion. For a complete list of academic programs, visit <https://asun.edu/all-programs>.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

*Diplomas are professionally printed.

**Diplomas are immediately mailed upon their return from the printers.

IV. Intent to Graduate forms that request an official transcript be sent after the degree is posted are processed immediately upon degree conferral.

D. Related Information

Intent to Graduate Form: http://files.asun.edu/admissions/Intent_to_Graduate.pdf