

MEMORANDUM

For Distribution

From: Office of the University Registrar

RE: Late Conferment of Degrees

Date: May 1, 2009, revised July 8, 2013

Students generally apply for their degree on-line via ULink. These degree applications are compiled by the Registrar's Office for Board of Trustees (BOT) consideration at the meeting closest to Commencement, which is also the degree date or date of conferment. The Board votes to approve the conferment of all degrees pending final degree checks, which are performed by the academic units.

After the BOT meeting but before the degree date, students who expect to complete the requirements but fail to apply for their degree must seek their enrollment unit's assistance in a petition to be added to the degree list. The provost approves all such petitions *pro forma*, but the petition (an email note from the dean or designee to Dr. Billingsley, giving the student's name, ID number, degree and graduation term) is necessary for tracking purposes.

After the degree date, a few students discover that they have met all of the degree requirements but have failed to apply for a degree or petition the provost's office. For these students, units have a petition grace period of three weeks. The provost shall approve such petitions *pro forma* upon receipt of the unit recommendation, including the dean's endorsement, sent to Dr. Billingsley.

A few students apply for a degree or petition the provost's office to be added to the degree list but fail to meet graduation requirements as confirmed by final degree checks. For example, a student may have earned an 'Incomplete' in a course. In order for the degree to be posted and conferred with the other degrees from the degree application list, these students must complete the requirements and their enrollment unit must petition the provost within the three-week grace period.

7/8/2013 NOTE: Courses that require work for submission after the degree date for a particular term may not be counted toward graduation in that term.

After the three-week grace period, students ordinarily have to re-apply for their degrees, which are posted in the semester in which the degree requirements are met and certified unless a strong justification (e.g., administrative error or mis-advisement) supports the request to add a name to a past degree list.

Questions concerning petitions under this process can be addressed to provost@louisville.edu or to Dr. Dale Billingsley, vice provost, 852-5209 or dbill01@louisville.edu.