



Supporting Undergraduate Students Through Degree Conferral



Office of the Registrar

Introductions

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The Office of the Registrar is responsible for the accuracy and integrity of the academic record.

Serving all students, faculty, academic units, and student support functions; the Office is charged with the implementation of academic and student policies and their alignment to state and federal regulations and accreditation standards.

The Office strives to be a leader and thought partner in creating efficient processes that are designed in a way that supports student success and service excellence.

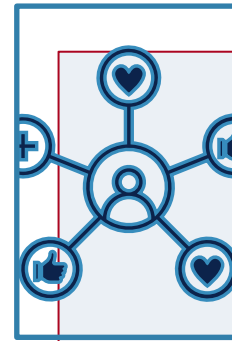


Office of the Registrar

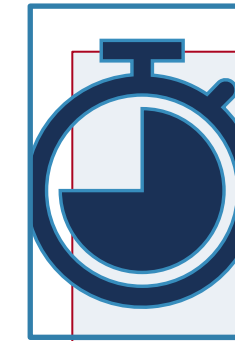
Agenda



Introductions



**Degree Audit and
Conferrals**



**Timeline to
Graduate**



Best Practices



Commencement



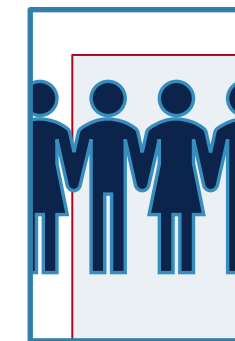
After Conferral



Projects



Your Questions



Thank You



Graduation Services Team

The Graduation Services Team supports undergraduate degree achievement through:

Reviewing the degree audit

Responding to student/advisor questions on degree completion

Coordinating diploma ordering

Providing information on academic policy compliance

Managing the academic record (campus changes, repeat exception processing, program/plan changes, etc.)

To view a list of our Graduation Service Advisors and the Colleges/Majors they serve please visit: [Graduation Service Advisors](#)
For any other assistance: Please email us at gradservices@arizona.edu.

Our team uses
Trellis Service Desk!



Degree Audit

Degree conferral requires that a student meets all published catalog policies to earn the degree.

The **degree audit** (also called the ADVIP) is the mechanism that the University uses to **ensure this compliance.**

- Provides a guide for ways to fulfill requirements
- Identifies a course history and any codes (repeat/GRO) associated with a course.

For additional bachelor's degree candidacy & related information:

[Bachelors Degree Candidacy](#)



Degree Conferral

What is Degree Conferral?

Conferral means that the school has officially awarded the graduate their degree. This means that all academic and administrative requirements have been met!

What needs to happen:

- **All degree requirements** (i.e. course work, proficiency exams, papers, projects, theses, and final exams) must be completed prior to the conferral date for which the student has applied.
- **All outstanding transfer work** (grades of “C” or better) must be received within one month of conferral and sent to:

REG-transcripts@email.arizona.edu

Diploma Information

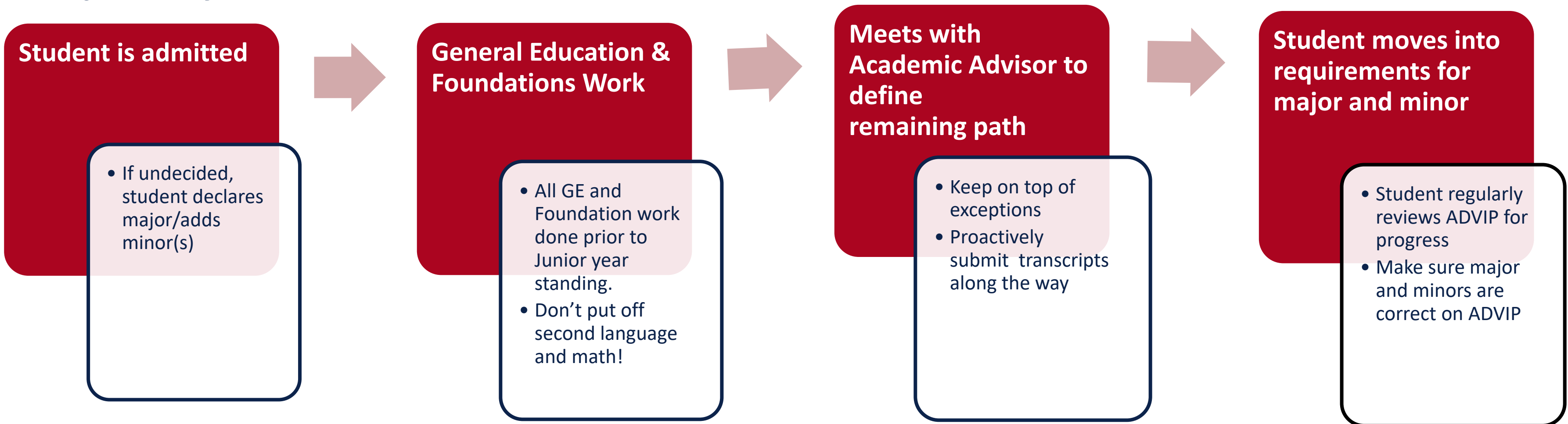
- All students who have a degree conferred will receive **one diploma** automatically as part of their graduation fee.
- The diploma is mailed to the **diploma address** in UAccess.
- Majors are listed on the diploma and Minors are only included on the transcript.
- Check UAccess student to see if the degree has been posted.



Timeline

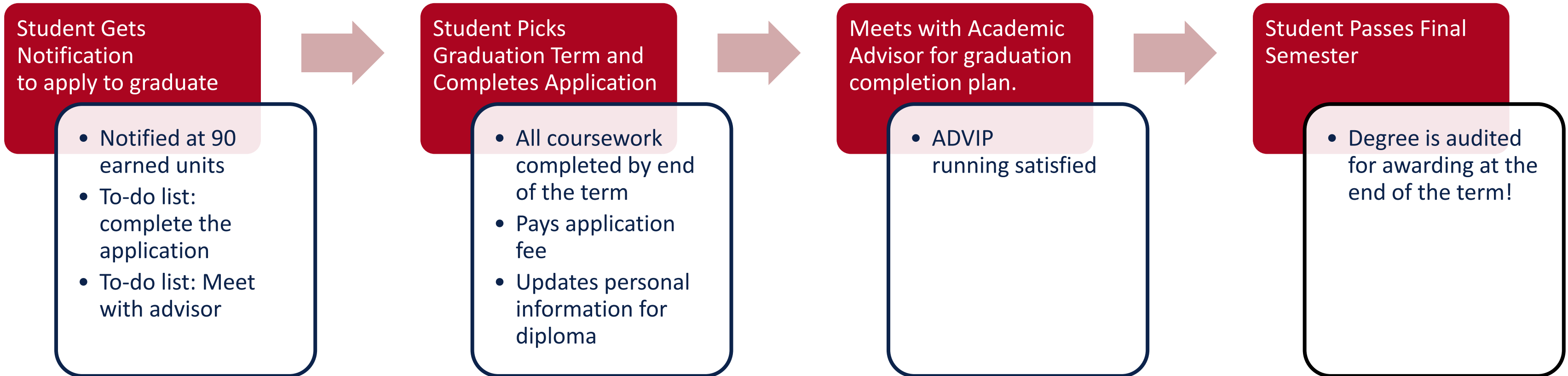
Matriculation to major and minor coursework...

The journey from start to finish:



Timeline

...from graduation application to conferral!



 **Congratulations!
Degree Awarded!**



Timeline

Student Journey from Matriculation to Graduation

Schedule for Awarding Degrees

Graduation Term†	Application Deadline*	Coursework Completed	Official Conferral Date	Degree Posting**
Spring 2024	Feb 1, 2024	May 9, 2024	May 10, 2024	May 10-June 11, 2024
Summer 2024	Feb 1, 2024	Aug 16, 2024	Aug 17, 2024	Aug 17-Sept 15, 2024
Fall 2024	Sept 1, 2024	Dec 19, 2024	Dec 20, 2024	Dec 20-Jan 20, 2025
Winter 2024	Sept 1, 2024	Jan 14, 2025	Jan 15, 2025	Jan 15-Feb 15, 2025

†Notices will be e-mailed to candidates who have not completed all requirements, explaining why the degree could not be awarded.

*Applications submitted after this date will have an additional \$50 Late Candidacy Application fee assessed per degree

** Degree may be delayed if posting of coursework is being transferred from another institution. If your degree is not awarded by this date you may contact your [Graduation Services Advisor](#).



Best Practices

Prepare students for success!

Proactively manage exceptions/and keep ADVIP updated

Encourage students to submit transfer/CLEP work proactively

Make sure the major/minor(s) are correct – don't wait until conferral to ask for a minor to be removed!

Remind spring or summer graduates to apply by the deadline to ensure their name is in the Commencement program.

Inform Grad Services team if a student is not going to satisfy degree requirements and needs an updated graduation term

Don't leave foundations requirements (second lang + math) to the end. Best practice: complete foundations by Junior standing!



Why Degrees May Not Be Conferred

Common Reasons Conferral is Not Successful:

- Missing transfer work
- Exceptions have not been made proactively
- Failing a final course
- Missing general education or foundation requirements

Remember:

Only current programs
can be awarded!
Programs from prior
catalog years that are
no longer active will
not be awarded.



Grading Reminders

Best Practices That Support Students

Grade Submissions and Their Importance

- **Incomplete grades** need to be converted to a letter grade for the degree to be awarded. Instructors **now** fill out the new **Incomplete Grade Form** when the I grade is assigned.
- All grades need to be posted for the degree requirements to be satisfied. Not posting grades will delay degree conferral! Grades are to be posted 48 hours after the final.
- 2.0 cumulative GPA required to earn an undergraduate degree at the University of Arizona

Coming Soon to the Office of the Registrar Website:

A refreshed Instructor Center Guide with new resource guides and tutorials!



All About Diplomas

Step 1: Degree Conferral

- Degrees are conferred on a daily basis across campuses and colleges

Step 2: Diploma Creation

- Degree information is uploaded weekly to the diploma system (Diplomatic) for degrees in the last 7 days.

Step 3: Diploma Order

- A Diploma order is submitted weekly for diplomas placed into the order from the last 7 days.

Step 4: Order Confirmation

- Approximately 1 week following the diploma order, diplomas are mailed out from our Utah vendor and students receive diploma order confirmation emails.
- From this email, students can directly access their diplomas to order any additional physical and/or digital copies if desired.

Using the Diplomatic Request Form

Students who do not have access to their diploma order confirmation email and/or can no longer remember their University Login information can submit a Diploma Request Form to request access to their diploma

Step 1: Request Submission

Students who need access to their diploma and cannot do so with either of the above options, can submit a diploma request as a last resort to be individually reviewed and completed by Graduation Services.

Step 2: Request Completion

Diploma request submissions are reviewed and completed within 24-48 hours from when they are submitted. Once the request has been completed, an email will be sent to the requester with a direct link to their diploma, from which they can order any physical and/or digital copies, if desired.



Commencement

Commencement is the university-wide celebration held in Arizona Stadium at the conclusion of the spring semester. December graduates may participate in the University commencement the semester before or after their official graduation. Students are not eligible to participate twice.

Convocations are ceremonies in which students are acknowledged in a smaller setting, often by name. These are designed and coordinated by each individual school or college.

Graduation Celebrations are events to honor students in special interest groups and their achievements. They occur before or after a student's convocation and are an additional way to celebrate.

Visit the [Arizona Commencement](#) webpage for updated information as it becomes available, customarily at the beginning of the spring semester.

Students can purchase their [graduation regalia](#) through the University of Arizona Bookstore.



Life After Conferral

Reminders for your students

Email and digital
storage transfer

[Knowledge Article on How to
Offboard from Microsoft 365](#)

Get an official and
unofficial **transcript**
(standard documentation for
domestic use)

Check with Bursar to
resolve any **remaining
financial holds.**

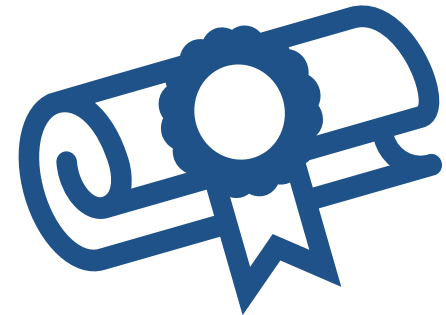
Request their **notorized
copies** of transcripts or
diploma (apostille).



Removing Barriers to Degree Completion

Project update

Project Vision



Identify barriers to undergraduate student degree completion with timely solutions

Reducing extra steps in the degree audit process (like the DAW)

Identifying ways to streamline the graduation application process

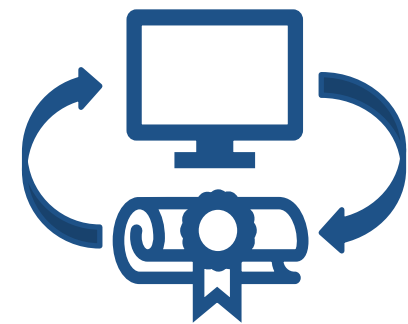
Creating automatic communications directly to students based on lack of completion of foundation/GE requirements



Conferral Cycle Refresh

Overview of Batch Awarding of Degrees

Overview



Creating processes to improve the efficiency of undergraduate degree awarding.

Prior to Summer 2022, awarding for a spring term usually took about 6 weeks to fully complete.

Project Successes:

- Since Summer 2022, we've gone from 100% manual process to awarding about 32% of degrees using an automated process
- Our Spring 2024 goal will be to award about 50% of degrees using our automated process
- This allows the team to spend more time with complex degree award scenarios, and proactively communicate with students who have not met degree requirements



Resources

For more information, please visit our website:

[Graduation Services](#)

For any other questions please send us a message:

gradservices@arizona.edu

Bachelors Degree Candidacy Information:

[Bachelor's Degree Candidacy & Related Information | University of Arizona Catalog](#)

Commencement webpage:

<https://commencement.arizona.edu/>



Questions?



THANK YOU

Please visit our website at registrar.arizona.edu for additional information and resources available to the campus community.

Contact us at: registrar@arizona.edu



Office of the Registrar

**Please
join us!**



**Register to join
the open forum**

**We invite you to join us on our next
open forum!**

No Holding Back

Join the No Holding Back team, including leaders from UAIR, Bursar, SSRI, and Academic Advising as we discuss the role administrative and student success holds have in shaping student experience. Arizona was chosen to be part of a national community of practice including 12 Universities, Western Interstate Commission for Higher Education (WICHE), and the American Association of Collegiate Registrars and Admissions Officers (AACRAO) to better understand the impact that administrative and student success holds have on students. Thanks to the work of several key campus partners who aided the study by providing an inventory of their use of holds, we will highlight the major work and findings of the project to look at where holds exist, the effectiveness of these holds, and how to improve the process. Don't miss this opportunity to deepen your understanding of holds on student success and gain valuable perspectives on optimizing these processes.

March 19, 2024, 1 to 2 p.m.

