

# Road to Graduation FAQ

**Q. Do I need to see my academic advisor if I have been keeping track of requirements myself?**

A. Yes, you do! It never hurts to get a second “experienced” set of eyes looking over your degree progress. There could be a problem or a requirement that you have overlooked, and by the time it is identified, you may not have time to correct the problem, which could then lead to a postponement of your graduation.

**Q. How will I know if there was a problem with my graduation?**

A. Your Academic Advisor will either discover or be informed of a problem, and will contact you via e-mail, phone, or letter.

**Q. How early can I apply to graduate?**

A. You can submit the Diploma Card to the Engineering (EN) Dean’s Office as early as the first day of classes in the semester you plan to graduate. Summer (August) graduates may submit their Diploma Card at the beginning of the Spring semester.

**Q. What is the deadline to submit my completed Diploma Card to the Engineering Dean’s Office?**

A. The deadline is within the first two weeks of the semester you plan to graduate. By meeting the Initial Diploma Card Deadline, you will be assured that your information will appear on all the graduation material (University’s graduation program, the College’s Recognition Ceremony list, and the all-important Confirmation of Graduates list).

**Q. Why are the deadlines so early?**

A. All of the graduation requirements must be manually verified by staff and faculty. In addition, there are deadlines for printing materials, ordering ribbons and medals, communicating with various departments on campus, communicating with you, etc.

**Q. What if I missed the deadline to apply for graduation?**

A. You will jeopardize your ability to graduate and may have to delay your graduation until the following semester.

**Q. What is the deadline to finish my Incomplete grade and still graduate as planned?**

A. The final grade must be posted to the Student Information System before the Confirmation of Graduates meeting, which is typically two weeks after commencement.

**Q. How do I find out about the College of Engineering’s Recognition Ceremony and/or the University Commencement?**

A. It is your responsibility to visit the University’s website or the College’s website: <http://www.colorado.edu/commencement> or [http://engineering.colorado.edu/Engineering\\_Recognition\\_fall.htm](http://engineering.colorado.edu/Engineering_Recognition_fall.htm), respectively. The Engineering Dean’s Office and/or your major advisor may also send out an e-mail.

**Q. Does my major department have a ceremony?**

A. Some departments in Engineering have a graduation reception. Some do it the day of Commencement, others just prior to the Recognition Ceremony. Please contact your major department for further information.

**Q. When and where do I get my cap and gown?**

A. Undergraduate students can purchase their caps and gowns anytime in advance at the CU Book Store. Master's, law, and doctoral students are required to rent regalia. Please visit <http://www.colorado.edu/commencement> for semester specific information.

**Q. If I am an August graduate, when do I walk?**

A. Most August graduates choose to walk in May, but you may walk in either the May or December ceremony. Follow the applicable deadlines for the ceremony you select.

**Q. If I am a concurrent BS/MS student, when do I walk?**

A. You are allowed to walk once per degree. Therefore, BS/MS students may walk when they have completed their BS degree requirements, and then again when they complete the MS degree. If you choose to walk just one time, then you must decide whether you want to walk with BS students or MS students.

**Q. Can I walk through the Recognition Ceremony with my friends and not graduate?**

A. Students should participate in the Recognition Ceremony in the semester in which they graduate. Please keep in mind that you can only walk one time per degree received. However, students who will not satisfy graduation requirements, but wish to walk with their friends may do so. This should be within one semester of their actual graduation date. To do so, the student must complete a Walk Only Form (located in Dean's Office - ECAD 100, or by email from the reception desk) approximately two months prior to the ceremony.

**Q. I went through the Recognition Ceremony and/or Commencement Ceremony, so that means I graduated, right?**

A. Not necessarily. Grades are not final until after these ceremonies. The College's Confirmation of Graduates meeting will officially declare who has completed graduation requirements.

**Q. When will my degree reflect on my transcript?**

A. Degrees are posted on the transcripts approximately one month AFTER Commencement.

**Q. What does it say on my transcript when I graduate?**

A. The notation of graduation is printed after the last semester you completed. It will state the degree you received, your major(s), or minor(s) if applicable, any honors you earned, and the date of your graduation (Commencement date).

**Q. When and where can I get my diploma?**

A. There is a diploma pick-up day scheduled at the Registrar's Office approximately six weeks after commencement. All diplomas not picked up on that day will be mailed to the permanent address you indicated on your Diploma Card. Please visit <http://www.colorado.edu/commencement> for semester specific information.

**Q. What does it say on my diploma?**

A. Shown on your diploma is your degree, major(s) listed in alphabetical order, and any honors you earned.

**Q. Can I take classes after I graduate?**

A. Yes, if you have already pre-registered for next semester (after graduation, Fall or Spring), you will be allowed to attend and complete those courses. However, a Stop will be placed on your record that will prohibit you from any future registration unless you apply for another degree (second undergraduate degree or graduate degree). If you have not pre-registered for the next semester, you will be allowed to register for course(s) as a non-degree seeking student on a space available, first-come, first-served basis through Continuing Education. NOTE: Students doing this tend to register for pre-Med or Business course(s).

**Q. If I pre-registered for the next semester (after graduation), do I need to do anything about those courses?**

A. If you are planning not to attend, yes, you will need to formally withdraw at the Registrar's Office.

**Q. I have completed my major requirements, but not my minor requirements. Do I still graduate?**

A. No, unless you drop the minor. Students pursuing a minor(s) in addition to their major must have both major and minor(s) requirements completed in order to be certified for graduation. Minors cannot be added after graduation. Please plan accordingly.

**Q. If I have more than one major, can I graduate with only one of my majors and complete my other major later?**

A. No. If University records indicate you are a double degree student (pursuing two majors), you will need confirmation from both departments that you have completed degree requirements. If you have completed one major's degree requirements, but short of satisfying the other degree requirements, you cannot graduate unless you drop the unfulfilled major.

**Q. How do I change my graduation date?**

A. Talk to your Academic Advisor, and then inform the Engineering Dean's Office.

**Q. If I don't graduate, will I automatically be rolled forward to the next graduation?**

A. No, you will need to complete a new Diploma Card.

**Q. If I have completed all my graduation requirements, must I graduate?**

A. No. Unless you inform your Academic Advisor and the Engineering Dean's Office of your graduation plans and submit the Diploma Card, no action will be taken and you can continue to register for course work above and beyond your degree requirements.

**Q. Can I take a Maymester course to finish my one remaining course requirement and still graduate in May?**

A. No. Maymester is considered part of the Summer Session and cannot be used to graduate in May. You will need to apply for August graduation. However, you may walk in the May ceremony.

**Q. What are Latin Honors?**

A. The College of Engineering and Applied Science confers Latin Honors upon graduation to eligible undergraduate students. The designation "cum laude" (Latin for "with praise") is given to engineering students with a cumulative GPA of 3.700 – 3.799, "magna cum laude" for 3.800 – 3.899, and "summa cum laude" for 3.900 and above. These appear on the transcript and diploma, along with the degree awarded. At least 50 semester hours must have been earned on the Boulder Campus for the student to secure these designations. Grades from all CU course work are taken into consideration.

**Q. What does it take to qualify for the Active Learning Award and how do I apply if I meet the requirements?**

A. The Active Learning Award requires that you can document your participation in at least one semester-long activity in each of the following three areas: Discovery (or Research) Learning, Service Learning and Professional Learning (internships/co-ops). If you meet the requirements, you must apply for the award on the 1<sup>st</sup> of the month preceding the month in which you will graduate (April 1 for May graduates, July 1 for August graduates, and November 1 for December graduates). More information regarding the Active Learning Award, as well as paper and online applications, can be found at the following website: <http://engineering.colorado.edu/activelearning/award.htm>

**Q. What if my employer needs a letter to verify my degree?**

A. If you cannot wait until the transcript is available that reflects the degree awarded, your major department should provide a letter on their letterhead that identifies your name, the degree completed, and when the degree requirements were satisfied. (This situation can arise when a student completed an Incomplete grade after the Confirmation of Graduates meeting. Thus, the student would "officially" graduate at the end of the next semester or session.) The EN Dean's Office may need to get involved if the employer requires a Dean signature.

**Q. Can I keep my Colorado.EDU e-mail address?**

A. Yes. The "E-mail for Life" program lets you forward your Colorado.EDU address to your current work, home, or personal address, so you can keep in touch with your classmates without having to give them a new address every time you change e-mail providers. This is not an e-mail provider, but a forwarding service that forwards your messages to your most current e-mail address. Please go to the following website for more information: <http://cubuffalum.org/services/emailforlife/>

**Some of the most common reasons students DO NOT GRADUATE:**

- Independent Learning courses not completed on time.
- Incomplete Grades from past semesters not completed by the deadline.
- Failed required course(s) in last semester.
- Did not earn the minimum passing grade for a major course(s).
- Major or cumulative GPA below the minimum requirement.
- Did not take the Fundamentals of Engineering exam (if required by your major).
- Did not meet the College's minimum 128 credit hour requirement.