



**NOORDA COLLEGE**  
of OSTEOPATHIC MEDICINE

Policy Name:	Graduation and Degree Conferral Policy
Approval Authority:	Board of Trustees
Responsible Executive:	President
Responsible Office(s):	Dean's Council Registrar
Effective:	May 2019
Expires:	May 2024
Last Revised:	September 2021
Next Review Date:	N/A

## Graduation and Degree Conferral Policy

### Policy Statement

The purpose of this policy is to ensure that students of Noorda-College of Osteopathic Medicine have successfully completed all College requirements *prior to* conferral of degrees and final release of transcripts and diplomas, and to establish the procedures and deadlines for application to graduate in a given calendar year

### Entities Affected by the Policy

Board of Trustees  
President  
Dean  
Faculty Council  
Students

### Policy Procedures

The Office of the Dean will submit the list of qualified candidates for graduation to the Chair of the Faculty Council for consideration at least 45 days prior to the end of the semester. By the last day of the semester, graduating students must have completed all program curriculum requirements and successfully passed COMLEX-USA Level 1, 2-CE and 2-PE. After considering the list of qualified candidates, the Faculty Council votes and recommends approval of all candidates eligible for graduation to the Dean.

After the recommendation is received by the Dean, the process proceeds as follows:

1. The Registrar's Office conducts an audit of the academic records, and the Finance Office audits the financial records. Students whose financial audits are not cleared will not receive their diplomas/transcripts until they have been cleared by the finance office.
2. Recommendations by the Registrar's Office for degree conferral require sequential approval from the:
  - a. Dean
  - b. President
  - c. Chair of the Board of Trustees

Once all approvals are received, the President officially confers all degree of **Doctor of Osteopathy** awarded by Noorda College of Osteopathic Medicine.

3. Once the Registrar's Office is notified of all approvals the degree will be officially conferred in the student's record and the Registrar's Office will notify the student of degree conferral via email.
4. At the time of degree conferral, the Registrar's Office will order diplomas and the diploma will be mailed to the student along with a copy of the final official transcript.
5. Students with outstanding financial obligations to the University will not receive official transcripts and diplomas until cleared by the Finance Office.

### **Dates and Timelines for Graduation and Conferral of Degrees**

Start and end dates of each academic year will be outlined in the academic calendar. All degree requirements must be completed by the last day of the semester to fulfill the academic portion of the graduation audit and to start the process of degree conferral. The degree conferral approval process will be initiated within three weeks after the last day of the semester. As a reminder, the Registrar's Office will contact all potentially eligible students 60 days prior to the end of a given semester.

## Definitions

### **COCA**

Commission on Osteopathic College Accreditation

### **COM**

College of Osteopathic Medicine

## Responsibilities

Office of the Dean

Office of the Registrar

Office of Finance

Office of the President

Chair of the Board of Trustees

## Policy Violations

Violations to this policy may delay graduation eligibility

## Interpreting Authority

Office of the Dean

## Statutory or Regulatory References

N/A

## Relevant Links

N/A

## Policy Adoption Review and Approval

Dean's Council