

DEPAUL UNIVERSITY



Degree Conferral and Locking

Category: Academic Affairs - Faculty Council

Responsible Department: Academic Affairs

Responsible Officer: Provost

Effective Date: 10/22/2008

Policy Summary

Final certification of degrees is completed by Office of the University Registrar no later than thirty days after the conferral date.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Students
- Deans

This policy affects all faculty and students, as well as staff working in schools, colleges, and Academic Affairs departments.

Policy

Final certification of degrees is completed by Office of the University Registrar no later than 30 days after the conferral date.

Academic records will be locked upon degree conferral. Under no circumstances will a student be able to make changes in his or her academic record after degree conferral. If the student begins a new program of study at DePaul, the student's GPA will be restarted with the exception of Master's students whose DePaul Master's Degree is accepted to meet DePaul's PhD requirements either in the same or a new field. In dual degree programs authorized by the colleges, the degrees will be conferred simultaneously.

Procedures

None.

Divisional Collaborations

Faculty Council
Schools and Colleges
Office of the Provost
Office of the University Registrar

Contact Information

DePaul Central / Office of the University Registrar
DPCL@depaul.edu
(312) 362-8610

Patricia Huerta
Director of Registration and Records
PHuerta@depaul.edu
(312) 362-8601

Appendices

None.

History/Revisions

Origination Date: 06/06/2007
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Next Review Date: N/A