

## **GRADUATION SERVICES POLICY**

### **Postponement of Degree after Completion of all Requirements**

Approved by Gary Wagner, Assistant Vice President, Enrollment Systems & Registrar, 3/23/05

***Graduation Services policy is to post a student's degree at the end of the term during which the student completes all requirements.***

Three exceptions to this policy are approved for students who are NOT receiving any kind of financial aid:

1. US students are permitted to postpone graduation for one full semester or two summer sessions (for a maximum of 3 or 4 months) ONLY for the following reason:
  - To complete or to enroll in a UA-sponsored Study Abroad Program as an undergraduate.
2. Students awarded a UA Scholarship, which indicates a specified amount of semesters they will receive the scholarship, may extend their graduation date to include all semesters the student will receive the award.
  - Wildcat Excellence scholarship is awarded to students as an 8 semester scholarship.
3. International students are permitted to postpone graduation for one full semester or two summer sessions (for a maximum of 3 or 4 months) ONLY for the following reason:
  - To complete pre-requisite courses for a graduate or professional program, prior to admission to that program, while their student visa is active for the primary program.

Management of these exceptions:

- To postpone their degree date for Study Abroad, students must submit verification of enrollment in a UA-sponsored Study Abroad Program.
- To extend their UA studies while on a student visa, international students must submit a letter of permission from the Office of International Student Programs.

With this documentation, the Graduation Services Advisor will postpone the student's degree award date for one semester or two summer sessions.

**Students are NOT permitted to postpone a completed degree for the following reasons:**

1. The Office of Student Financial Aid confirmed that the following reasons are NOT legitimate cause to postpone graduation:
  - To complete pre-requisite courses for a graduate or professional program while in UA degree-seeking status;
  - To raise the graduation GPA;
  - To explore a second bachelor's degree program at the UA while continuing in the primary program.

**Note:** Graduation Services would violate US Department of Education regulations by postponing a student's graduation for the continuation of their federally funded undergraduate loan or grant. ***Other financial aid is available to post-baccalaureate and non-degree seeking students.***

2. Regardless of their financial aid status, students are NOT permitted to postpone graduation for the following purposes:
  - To raise the graduation GPA;
  - To maintain other benefits, such as insurance;
  - To complete a secondary program so that the primary and secondary degrees are awarded simultaneously.

Updated April 2013

Approved by Beth Acree, Registrar