

Degree Conferral Policy - Undergraduate

ACADEMIC AFFAIRS

Academics / Degree Progression

Policy Owner: Provost and Vice President for Academic Affairs

Effective date: May 1, 2015

Approval date: March 6, 2025

Schedule for Review: Spring 2030

Policy Summary:

This policy outlines the process and conditions under which Fort Lewis College confers degrees and aligns institutional practice with the Colorado Commission on Higher Education's Master Plan and its Performance Contract with Fort Lewis College.

Policy Statement:

Degree Conferral Definition:

- Degree conferral is an institutional action signifying that a student has fulfilled all requirements for a certificate, baccalaureate or master's degree.
- Conferral is distinct from participation in commencement, issuance of diplomas, and official transcripts, which may require additional fees.

Eligibility for Degree Conferral:

- Degree conferral is initiated either by the student or the Provost.
- Conferral is not subject to any fees.
- Degrees are conferred three times a year after the fall, spring, and summer semesters.

Academic Requirements:

- All grades of I (Incomplete), IP (In Progress), and NG (No Grade Assigned) must be resolved by the instructors of record before conferral.
- Active students (enrolled in at least one of the past three semesters) will have degrees conferred once all requirements for their declared program of study are met.
- Inactive students (not enrolled for three consecutive semesters) who have completed the bachelor's degree requirements will have their degrees conferred at the next conferral date, even if requirements for secondary programs (e.g., minors) remain incomplete.

Student Notifications and Registration Status:

- The Registrar's Office will notify students of degree conferral and requirements for obtaining diplomas and transcripts.
- Once a degree is conferred, the student's registration status will change to inactive, preventing future enrollment unless they are admitted as post-baccalaureate or graduate students.

Responsibilities:

For oversight of the policy: Provost and Vice President for Academic Affairs

For procedures for implementing policy: Registrar, Information Technology, Director of Admission, Director of the Skyhawk Station & Advising, and Provost

For enforcement of the policy: Provost and Registrar's Office

Definitions:

Degree/Credential: for the purpose of this policy, a degree or credential refers to either a certificate, baccalaureate degree or master's degree.

Necessary Degree Requirements: Minimum requirements outlined in the Requirements for a Bachelor's Degree policy and the student's effective catalog.

Active Registration Status: Students enrolled in at least one of the previous three semesters including Summer.

Inactive Registration Status: Students not enrolled for three consecutive semesters, including Summer.

Procedures: (Optional)

Cross-Referenced Policies:

Requirements for a Bachelor's Degree Policy

Instructors' Authority and Responsibility to Assign Grades Policy

[Colorado Competes: A Completion Agenda for Higher Education, Colorado Commission on Higher Education Master Plan, October 2012](#)

[Fort Lewis College Performance Contract with the Colorado Commission on Higher Education, April 5, 2013](#)

Consequences of Non-Compliance:

Students who do not meet the academic requirements for degree conferral will not have their degree conferred, potentially delaying graduation and the issuance of diplomas or transcripts.

Review and Revision History:

Original Approval: December 3, 2014 effective May 1, 2015.

Policy revised in Fall 2023 to remove the compliance with Student Accounts Receivable policy as HB22-1049 "Prohibiting Transcript and Diploma Withholding" passed in 2022 eliminated that process.

Policy format updated in 2025