



NOVA SOUTHEASTERN UNIVERSITY

University Policy

- Administrative Area(s):** Academic Colleges/Schools and Administrative Units
- Applicability:** Deans, Directors, Department Chairs, Faculty, and Administrators
- Scope:** Conferral of Degrees Policy
- Date:** September 1, 2005
- Revised:** October 24, 2024
- Publication Requirement:** Student Handbook, Student Catalogs, Office of the Registrar Policies and Public Webpages

Responsibility of the college, within a year, commencement

Purpose

To ensure that degrees awarded by NSU are properly vetted and processed in a timely and accurate manner.

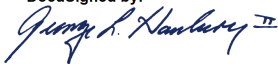
Policy

Student progress toward degree and/or certificate completion is captured and tracked using degree evaluation software. It is the responsibility of the academic programs and colleges, and the CAPS office for undergraduate students, to supply curriculum requirements each academic year and monitor the progress of students. The colleges monitor the completion of all department-specific requirements, ongoing academic progress, and several degree-specific University requirements like candidacy. In order for degree conferral to be approved, a students' academic records must reflect successful completion of all requirements. FAAR receives applications for degree conferral and manages the conferral process and submission of the conferral list to the Board of Trustees. Students' academic records must reflect the successful completion of all degree requirements prior to the academic program office approving the student for degree conferral.

Students who have not graduated and do not attend the university for a year will need to re-apply to their academic program and meet the requirements currently in place, in order to successfully meet the requirements of the intended degree.


The date of completion for academic requirements will be placed on the transcript. The conferral date submitted to the Board of Trustees will be the last day of the month in which the degree application was approved.

Review and Approval:

DocuSigned by:

3BA1C52AEC5D410...
George L. Hanbury, Ph.D.
As President and Chief Executive Officer


Oct 26, 2024

Date

DocuSigned by:

F6BE4F53C9E440C...
Harry K. Moon, M.D.
As President Elect & Chief Operating
Officer

Oct 26, 2024

Date


Ronald J. Chenail, Ph.D.
As Provost and Executive Vice President for
Academic Affairs

10/25/24

Date

Stacy Peña-Villalobos
[Stacy Peña-Villalobos \(Oct 25, 2024 11:29 EDT\)](#)
Stacy Peña-Villalobos, Ed.D.
Vice President, FAAR

10/25/2024

Date