

Dear Students,

The following is a clarification of the steps necessary for you to graduate from Ottawa University. Although the terms pertain to both graduate and undergraduate students, the procedures described below are geared toward undergraduate students. If you are a graduate student, please contact your graduate assistant for more information.

During each semester, the registrar informs each undergraduate graduation review class about graduation procedures. Please take a minute to read the following information. It is **CRITICAL** that you understand not only Ottawa University's role in preparing you for graduation, but it is equally important that you understand your own role and what is required of **you** as a student.

“GRADUATION”

The term “graduation” can mean many things. In order to clarify these terms, we have defined them as follows:

Commencement Ceremony: The ceremony in which you wear a cap and gown and celebrate with family and friends. There are two commencement ceremonies per year for Ottawa University's Arizona campuses, one in the spring and one in the fall. The exact dates and additional information regarding these ceremonies will be given to you upon confirmation of your degree.

In order for you to be eligible to participate in the commencement ceremony, your degree must first be conferred on your transcript. Optional conferral dates are listed below.

Conferral Date: The date in which your degree is posted on your transcript and your degree is officially granted. Future employers, companies and if applicable, the Arizona Department of Education, often look for this information when requesting your transcript. In order for your degree to be conferred, your file must first be audited by the registrar's office. The following five dates are the conferral dates used by Ottawa University's Arizona campuses.

Last day of February
Mid May
Last day in July
Last day in August
Last day of December

HOW THE AUDIT PROCESS WORKS

Receipt of your “Intent to Graduate” form into the registrar's office initiates the audit process. If you are an Arizona student taking an online graduation review course, once you have submitted your form electronically, it will be sent to the registrar's office on your behalf. **If for some reason, you are absent in graduation review on the day these forms are collected or you do not turn this form in for some other reason, it is your responsibility to turn it in to the registrar's office.** Your name will then be added to a list based on the conferral date you have chosen. Based on the timing of your conferral, your file will be audited and any missing requirements will be noted. A letter stating whether or not you have passed the final audit will be mailed to you.

If you are missing requirements, your name will automatically be put on the next upcoming conferral list. If you continually do not pass the audit, your name will eventually be taken off the audit list after the third conferral attempt. When this happens, the registrar's office will send you a letter informing you that you have been moved to an inactive status with an enclosed “Intent to Graduate” form for you to fill out again

when you are ready to be conferred – indicating your desire to be audited again. If you have any questions at any time about this process, please contact the registrar’s office at the number listed below.

Once you complete all requirements, in addition to receiving a letter from the registrar’s office congratulating your success, more information about the ceremony (cap, gown, diploma, etc.) will be mailed to you shortly thereafter.

STEPS YOU NEED TO TAKE

1. Fill out and turn in an “Intent to Graduate” form (for BA students) to the office of the registrar-Phoenix campus. The form must be filled out and turned in by the deadline specified below. Students cannot be added to the list after this deadline.
2. Contact your advisor to make sure you have completed all coursework. For undergraduate students, a “Degree Requirements Checklist” form is available for advisors to use in order to make sure your education degree plan is up to date and ready to be audited by the registrar office.
3. Undergraduate students should have all CLEP and Dantes tests, etc. taken. Please allow six (6) weeks for scores to be received and posted in the office of the registrar.
4. All outstanding transfer credits must be sent from the originating institution to the office of the registrar before the deadline corresponding to the conferral date you have chosen. These transcripts must be official and cannot be hand-delivered by the student.
5. Make sure that all financial obligations have been met with the student account office.

UNDERGRADUATE DEADLINES

Term Student Is Finishing*	Conferral Date – Degree awarded date appearing on transcript	Final Deadline for All Grades, Transcripts, etc, to be Turned into the Phoenix Office	Commencement Ceremony
Spring I 2010	May 15, 2010	April 7, 2010	Fall 2010
Spring II 2010	July 31, 2010	July 02, 2010	Fall 2010
Early Summer 2010	August 31, 2010	July 30, 2010	Fall 2010
Summer 2010	December 31, 2010	November 12, 2010	Spring 2011
Fall 2010	December 31, 2010	November 12, 2010	Spring 2011
Fall II 2010	February 28, 2011	February 07, 2011	Spring 2011

For specific graduate deadlines, please see your graduate advisor.

WHAT DO THE DEADLINES MEAN?

Undergraduate:

- Students finishing in Spring I are eligible to be May conferrals.
- Students finishing in Spring II are eligible to be July conferrals.
- Students finishing in Early Summer are eligible to be August conferrals.
- Students finishing in Summer are eligible to be December conferrals.
- Students finishing in Fall I are eligible to be December conferrals.
- Students finishing in Fall II are eligible to be February (following year) conferrals.

HONORS – for Undergraduates

1. Students must have earned 40 Ottawa University credits to be considered for honors.
2. On a 4.0 scale, honors are distinguished as follows:
 - GPA 3.5 to 3.799 – Cum Laude
 - GPA 3.8 to 3.899 – Magna Cum Laude
 - GPA 3.9 to 4.00 – Summa Cum Laude

ISSUING OF DIPLOMAS

Diplomas are sent via certified mail to students usually two to four (2-4) weeks after the conferral date. This may differ depending on which conferral date you choose and when they are finally distributed from Kansas, where they are printed. Teacher certificates are printed two times a year, in May and December.

IMPORTANT: If you do not have an advisor assigned to you, please call the number below.

If you have any questions with regard to graduation dates, commencement dates or the academic review process, please contact **Elisabeth Chergui** in the office of the registrar at elisabeth.chergui@ottawa.edu or by calling 602-749-5136.