



FINAL PROCESS LEADING UP TO GRADUATION

When the student has submitted an Application for Graduation and the Department has submitted the student's Report of Culminating Activity (such as the Comp Exam) to the Graduate College, then:

- 1) Graduate Admissions sends a file to the Registrar listing all AACs for eligible graduates.
- 2) After the student applies for Graduation via their Student Center in BroncoWeb, the Registrar's office matches candidacy forms with any academic adjustment forms and attempts to resolve any issues as soon as possible.
- 3) The Registrar notifies students by mail that they are either a valid candidate for the next graduating class or that they are missing something and their graduation may be postponed. Letters are sent containing instructions for students to monitor their BroncoWeb e-mail for commencement details to be sent out later in the semester. Processing of student records is done in alphabetical order.
- 4) Grades are official about two weeks after instructors have submitted grade reports for each student. About 5 days later, there is a final records review in accordance with the Graduate College. Assuming that there are no problems, final transcripts will be ready for dispersal either the 1st or 2nd week in the month following end of classes. Students needing early notification of having met certificate or degree requirements for an employer may request a letter from the Registrar stating that all degree/certificate requirements have been met, if that is so. Students may order final transcripts through their Student Center on BroncoWeb, but be sure to check the "Hold for Degree" box.

August graduates are automatically included in the December commencement program, but receive their diplomas 6-8 weeks following their August graduation date. August graduates are no longer being allowed to attend May commencement because of the size of the May ceremony. It's almost too big for the Taco Bell Arena at this point.

Commencement Information

Regalia - The Bookstore will begin selling regalia to graduates about six weeks prior to commencement (see Bookstore: <http://www.boisestatebooks.com/>). Caps, gowns, tassels, Master's hoods and announcements will be available in the Bookstore and online until graduation day. When graduates purchase regalia, each graduate receives brochures and information about what to do on graduation day (where to meet, timing, etc), how to become a member of the Boise State Alumni Association, coupons for purchases at the Bookstore, and more.

Candidates for the M.S. Education, Educational Technology emphasis, degree purchase the gold hood and tassel.

Candidates for the M.S. Educational Technology degree purchase the gold hood and tassel.

Candidates for the Masters of Educational Technology degree purchase the light blue hood and tassel.

Ceremony - The ceremony is live-streamed over the internet so that family and friends may watch the proceedings even if they can't be physically present. Details about the live streaming video and other commencement details can be found on the Provost's website at: <http://academics.boisestate.edu/provost/commencement/>.

Graduate Academic Regulations of Interest

Applying for Graduation

A student nearing completion of the requirements for a graduate degree or certificate program must apply for graduation and pay the required graduation fee. This process initiates a final audit of the student's academic records by the Registrar and reserves an official embossed diploma or certificate. To apply for graduation and pay the graduation fee, a student logs on to BroncoWeb, choose the Apply for Graduation option from the drop down list under Academics. The process should be completed no later than the deadline published in the academic calendar for the semester or summer session in which the student intends to complete the degree or certificate requirements. The month of the expected date of graduation is May for students finishing in the spring semester, August for students finishing in the summer session, and December for students finishing in the fall semester. Students who miss their expected date of graduation twice are placed on inactive status by the Registrar and are required to contact the Registrar before attempting to establish a new graduation date.

Commencement

Candidates for graduate degrees are eligible to participate in commencement if cleared to do so by the Registrar. A student completing a graduate certificate program is not eligible to participate in commencement unless he or she is also a candidate for a graduate degree and has been cleared for participation by the Registrar.

Diplomas and certificates are mailed to recipients after satisfactory completion of a final degree audit of all program requirements by the Registrar.

Program Time Lines

All time lines associated with graduate degree and certificate programs are published each semester or summer session in the academic calendar. These time lines include application and fee payment deadlines, last day to add and drop courses, starting and ending dates for semesters and sessions, and last days for filing program forms, final oral examinations, and the submission deadlines for theses and dissertations. It is the responsibility of the student to be familiar with these time lines.

Boise State University 2009/2010 Graduate Catalog; p. 27.

<http://registrar.boisestate.edu/catalogs/gr2009-2010/univ-policy&services.pdf>