



# California Health Sciences University

UNIVERSITY

## CHSU CONFERRAL OF DEGREES AND PROGRAM GRADUATION REQUIREMENTS POLICY

### **PURPOSE**

The purpose of this policy is to define program graduation requirements and procedures for the conferral of the CHSU degrees and for student participation in the commencement ceremony.

### **SCOPE**

This policy applies to enrolled students who have successfully fulfilled all requirements of the degree as stated in the student catalog and handbook under the applicable program degree requirements.

### **POLICY STATEMENT**

Degrees are conferred by the Board of Trustees upon recommendation from the voting faculty of the applicable college that students eligible to graduate have satisfactorily completed the requirements of the degree for graduation.

The President is authorized by the Board of Trustees to grant the degree.

### **DEFINITIONS**

Commencement – is the ceremony to celebrate the completion of degree programs.

Conferral Date – is the date reflected on which the student's degree is officially awarded.

Graduation – is when the student has officially completed all degree requirements.

Matriculation – is when the student is enrolled/registered in a degree program and attends the first day of class.



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## GRADUATION REQUIREMENTS

In order to graduate from CHSU, a student is required to satisfy all applicable program degree graduation requirements during the year of degree conferral. Graduation requirements may change from time to time following a student's matriculation and due notice will be given; however, it remains the student's responsibility to be aware of current policies and procedures of their applicable CHSU college.

A student who has fulfilled all the academic requirements, as listed in the student's applicable degree audit, will be granted their degree provided the student has met all of the following requirements:

1. **Compliance with All Legal, Financial Requirements and Obligations.** The student has complied with all legal and financial requirements and obligations of CHSU and the applicable college, which includes return of any CHSU or college owned property and equipment.
2. **Technical Standards.** The student must meet all applicable Technical Standards outlined in the CHSU's Academic Catalog, as those requirements may change from time to time.
3. **Ethical, Personal and Professional Qualities.** The student has demonstrated the ethical, personal, and professional qualities deemed necessary for successful and continued study and practice in their professional field.
4. **Formal Approval for Graduation.** The student has received a recommendation for graduation from the voting faculty of the applicable college. Thereafter, the Board of Trustees will confer the applicable degree for students who have satisfactorily completed requirements for graduation and have been recommended for graduation.
5. **Maximum Time Allowed to Earn Degree.** A student must have completed all requirements for graduation and must graduate within 150% of the standard time to achieve the degree from date of matriculation (i.e., six (6) years for a four (4) year program). The College Dean shall have the discretion to allow for limited exceptions to this time period upon a showing of extraordinary circumstances supporting such an exception.

Students in the College of Osteopathic Medicine must also have fulfilled the following requirements to be granted the Doctor of Osteopathic Medicine (D.O.) degree:

6. **Attendance at AOA/COCA Accredited College.** The student has attended an AOA/COCA accredited college of osteopathic medicine and has completed at least the last two years of the program at CHSU College of Osteopathic Medicine.
7. **Examinations.** The student has passed the Levels 1 and 2-CE of the COMLEX examinations administered by the National Board of Osteopathic Medical Examiners.



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8. **Suitability for Practice of Osteopathic Medicine.** The student has demonstrated suitability for the practice of osteopathic medicine as evidenced by the assessment of the students' clinical activities supporting the assumption of responsibility for patient care and integrity.

### PROCEDURES

CHSU conducts an annual commencement ceremony to officially award degrees, after the conclusion of the Spring semester, which may be virtual or in person at the sole discretion of the University. The conferral date is the date of the commencement ceremony which is posted on the diploma and on the official transcript, subject to final verification on completion of degree requirements by the Office of the Registrar.

Students who have not satisfied all requirements of the degree prior to the commencement ceremony may participate in the commencement ceremony if requirements are reasonably expected by the Dean/Director (or designee) to be completed within the next few weeks following the graduation ceremony and who have been recommended by the voting faculty as described above. The conferral date will be posted upon successful completion of pending degree requirement(s).

### RESPONSIBILITY

The Office of the Registrar is responsible for auditing academic records for conferral of degree completion.



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## RESPONSIBILITIES

The office of the Registrar is responsible for implementing this policy.

## HISTORY (R\*)

Approval Date:

04/26/2024

08/17/2023

Revision Date(s):

03/27/2024

08/15/2023

Reviewed Date(s):

03/27/2024

08/15/2023

## RACI

**R:** Office of the Registrar

**A:** Office of the Registrar, Faculty Council

**C:** Board of Trustees, General Counsel, Deans of the College and Program Directors

**I:** CHSU Community



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## RELATED PROCEDURES

The CHSU Board of Trustees approved the following procedure in August 2023 concerning conferral of degrees to students:

The process for conferral of degrees to students will follow the established procedure under which:

- (i) Students file an Application to Graduate form with the Office of the Registrar;
- (ii) the Office of the Registrar audits academic records to ensure that all requirements for the applicable academic degree have been satisfactorily completed;
- (iii) the Office of the Registrar prepares a list of students who have successfully completed the applicable degree requirements for review by the voting faculty of each college;
- (iv) the list is submitted for review by the voting faculty of the applicable college; and
- (v) the Dean/Director, on behalf of the faculty, forwards the list of students who have been recommended by the faculty for graduation to the President and Board of Trustees for approval.

It may not be feasible for the Board of Trustees to approve all of the recommended candidates for degrees. Therefore, the Board of Trustees has delegated authority to act on the Board's behalf in approving the faculty recommendation on conferral of degrees to CHSU's President, provided that (1) all such students have satisfactorily completed the academic and other requirements of the applicable College; and (2) the President must submit the final list of students upon whom degrees were conferred to the Board of Trustees at its next meeting for ratification.