



California Health Sciences University

CHSU Conferral of Degrees and Program Graduation Requirements Policy

I. 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.

II. 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.

III. 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.

IV. 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.

V. 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.



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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 the successful and continued study and practice in their professional field.
4. **Formal Approval for Graduation.** The student has received 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 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.
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.

VI. PROCEDURES

CHSU conducts an annual commencement ceremony to officially award degrees, after the



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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 expected to be completed by the end of the summer term of the same year. The conferral date will be posted upon successful completion of pending degree requirement(s).

A. APPLICATION TO GRADUATE

Students are expected to attend the commencement ceremony and file an Application to Graduate form with the Office of the Registrar. If a student is unable to attend the commencement ceremony due to extenuating circumstances, a request must be submitted to their college Dean. The request must be submitted within reasonable time to review if an exception to attending the ceremony is granted. The Dean will issue a written decision regarding whether this requirement will be waived within ten (10) business days of receipt of the student's request. The student's name will be listed in the graduation ceremony program and the diploma mailed within three weeks from the date of the ceremony.

1. Requests for conferral are reviewed by the Office of the Registrar to audit and verify completion of degree requirements. The Office of the Registrar is responsible for producing final recommending lists for review by the voting faculty of each college. The voting faculty of each college is responsible for verifying and approving recommending lists to the Office of the Registrar.
2. Students must check with the Business Office for any outstanding financial obligations to prevent a hold being placed on their record. Students with a financial hold on their record cannot receive the diploma until the hold is released by the Business Office.

B. DOCUMENTATION OF DEGREE CONFERRAL

1. Transcripts

The Office of the Registrar posts the degree conferral date on students' records within five (5) business days after the conferral date. At that time, the program status for the degree changes to "conferred" and the student is moved to Alumni. Transcripts will display the conferred degree and date.

2. Diplomas

Diplomas are distributed at the commencement ceremony or by mail. Diplomas will be mailed for degrees that are conferred after the commencement ceremony date.



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VII. RESPONSIBILITY

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

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- Policy Owner: Office of the Registrar
 - Effective Date: 3/11/2021
 - Approved by Dean of COM: 4/13/2021
 - Approved by Dean of COP: 4/13/2021
 - Approval by the President: 4/13/2021