

# Academic Policies and Procedures: Graduation, Transcripts and Student Records

---

## Diplomas

---

Diplomas are mailed to students 6-8 weeks after the degree conferral date. For undergraduate degree recipients, only the degree type (for example, Associate of Science, Bachelor of Arts, etc.) and honors will appear on the diploma. Undergraduate majors, minors, and concentrations are not notated on a diploma. These will appear on the official transcript.

Students who complete a double-major (same degree type for each major) will only receive one diploma. Students who complete a dual-degree (for example, a Bachelor of Arts and a Bachelor of Science) will receive one diploma for each degree.

Graduate students' complete degree including discipline (for example, Master of Science in Clinical Counseling) and honors will appear on the diploma. Graduate concentrations are not notated on a diploma. These will appear on the official transcript.

Shortly before graduation, students will receive an email from the Office of the Registrar asking them to confirm the name to be printed on the diploma and confirm preferred mailing address. Students who do not update their address will be responsible for any diploma reordering fees.

All financial obligations must be satisfied for a student to receive their diploma, order an official transcript and/or participate in commencement.