

TABOR COLLEGE GRADUATION POLICIES (GRADUATE STUDENTS)

Applying to Graduate

An Application for Degree form must be submitted to the Registrar's Office at least six weeks before the date the degree is to be awarded. Diplomas will be issued to students upon completion of all requirements and after approval of the faculty and Board of Directors in December, February, May, or October.

Who may participate in Commencement Exercises?

Participation in the Commencement exercise is defined as a privilege in that it symbolizes completion of a course of study at Tabor. Students who have complete degree requirements are eligible to participate.

Graduate students: Students in the graduate program must have all degree requirements completed before they can participate in Commencement. Graduate students will have original cohort courses to complete in the summer term following graduation, however, they are allowed to participate in Commencement in May.

BOARD APPROVAL POLICY

- Students can be approved by the Board in **October** if the only remaining requirements are In Progress at Tabor and will be completed during Fall Semester so that degrees can be awarded at the end of Fall Semester.
- Students can be approved by the Board in **February** if they have completed all requirements at that time.
- Students can be approved by the Board in **May** if their last courses of the program are in the summer term after Commencement.

Diplomas and Degree Conferral

Diploma covers will be given to everyone participating in Commencement. Diplomas will be mailed to students shortly after the last term of courses are completed unless the student has a balance on his/her account.

After students have been approved by the Board, degrees will be conferred at the first conferral date following completion of requirements. Diplomas will be mailed at the time that the degree is conferred. Conferral dates are in December, February and August and the date of Commencement in May. If a student has completed the degree and needs verification prior to the next conferral date, a letter of verification will be provided.

If degree requirements are NOT completed within one year of Commencement and the student later completes requirements, the student will need to submit a Diploma Order Form along with a \$25 fee if a diploma is desired. The degree will be posted on the transcript even if a diploma is not requested.

Graduation Honors

Graduation honors are contingent upon certification by the Registrar after all grades have been posted on the student's transcript. There are two possible distinctions for Masters graduates:

Honors: Cumulative grade point average of 3.80 – 3.99

High Honors: Cumulative grade point average of 4.00

Graduate students graduating with a 4.00 grade point average will be granted “high honors” with an appropriate notation appearing on their transcripts. Graduate students graduating with a grade point average of 3.80 to 3.99 will be granted “honors” with an appropriate notation appearing on their transcripts and diplomas.

Commencement honors are not considered official. Official honors will not be recorded for the student until the degree is earned and all requirements for honors are met.

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