



Policy on Degree Conferral

Office of Academic Affairs

Policy Document Number: AA-04.1-2023

Adopted by the Board of Regents: May 2023

Policy Purpose: This policy creates a process for the regular and efficient conferral of degrees.

POLICY STATEMENT

Policy Statement:

The Board of Regents shall grant the President authority to confer degrees on behalf of the Board ongoing throughout the entire year upon standard proof that the student has completed all degree requirements. ~~This authority will be reviewed annually by the Board.~~

Required Process:

- The Registrar shall provide the Office of Academic Affairs, at the conclusion of each semester and summer term, a list of students who have finished their degree requirements.
- Academic Affairs will circulate this list electronically to the Faculty Senate and Board of Regents and allow the members of each body to ~~make~~recommend exceptions, ask clarifying questions, or provide additional information regarding any student eligibility to receiving a degree.
- Upon hearing no exceptions, the President may confer the list of degrees. The result will be a standardized cycle of degree approval and conferral, which will permit graduates to begin their careers without delay.

Students who complete degree requirements outside the degree conferral cycle may request a letter of completion from the Office of the Registrar. This letter indicates that all NMT degree requirements have been met.

Students who complete degree requirements outside the degree conferral cycle may, in exceptional circumstances (e.g., job requirements), request the Office of the Registrar ~~and/or Graduate Studies~~ to process the conferral of their degree outside the scheduled timeline. All NMT policies and procedures must still be followed. Such requests will only be considered if, along with an exceptional circumstance, the next degree conferral cycle begins more than two (2) months from the date of request.

Mahyar A. Amouzegar
President

Michael Jackson
Provost and VPAA