

Degrees to be Conferred and Graduation Candidate List

Spring Reports due to IHL: April 1st (or first workday after the 1st when it falls on a weekend)
Summer Reports due to IHL: August 1st (or first workday after the 1st when it falls on a weekend)
Fall Reports due to IHL: November 1st (or first workday after the 1st when it falls on a weekend)
Templates: 1. Degrees to be Conferred (Appendix 17a) and
2. List of Graduation Candidates' Names (no template – see instructions below)
File Types to Submit to IHL: Word or Excel Format
Corresponding Board Policy: 510

Process

1. A university shall submit an electronic copy of the *Degrees to be Conferred* by April 1st for spring, June 1st for summer, and November 1st for fall.
2. A university shall submit an electronic copy of the *List of Graduation Candidates' Names* by April 1st for spring, August 1st for summer, and November 1st for fall.
3. The Board of Trustees will receive the request for approval of candidates on the Consent Agenda at the following meetings: April Board meeting for spring degrees/commencement, June Board meeting for summer degrees/commencement, and November Board meeting for fall degrees/commencement. If the Degrees to be Conferred are presented to the Board after the commencement has taken place, the Commissioner already has approved; therefore, the item will be presented on the Information Agenda.

Note:

Prior to 2021, the *List of Graduation Candidates' Names* was submitted to the Commissioner's Office.

As of January 2021, Institutions no longer submit graduation candidates' names to the Commissioner's Office. An institution may submit a "placeholder" message to the Commissioner's Office indicating that the list will be submitted to the Office of Academic and Student Affairs. A sample placeholder message is provided here:

[Insert University Name] requests approval to confer degrees in December 2021. The degrees to be conferred will be submitted under separate cover to the Office of Academic and Student Affairs in November.

List of Graduation Candidates' Names **Candidates' names by degree and college (if applicable) and by academic level** (Submit in either a Word or Excel document)

Name	Degree	College/School	Academic Level
Ex. Jane Doe	Bachelor of Arts	College of Liberal Arts	Undergraduate