

# Degrees to be Conferred and Graduation Candidate List

**Spring Reports due to IHL:** April 1<sup>st</sup> (or first workday after the 1<sup>st</sup> when it falls on a weekend)  
**Summer Reports due to IHL:** August 1<sup>st</sup> (or first workday after the 1<sup>st</sup> when it falls on a weekend)  
**Fall Reports due to IHL:** November 1<sup>st</sup> (or first workday after the 1<sup>st</sup> 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 1<sup>st</sup> for spring, August 1<sup>st</sup> for summer, and November 1<sup>st</sup> for fall.
2. A university shall submit an electronic copy of the *List of Graduation Candidates' Names* by April 1<sup>st</sup> for spring, August 1<sup>st</sup> for summer, and November 1<sup>st</sup> 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