

# GRADUATION AND PROGRAM COMPLETION

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## Intent to Graduate/Complete, Graduation and Commencement

The "Intent to Graduate/Complete" application triggers the degree or program completion processes, which includes degree and program completion audits. All students who intend to complete their program or degree must file an Intent to Graduate/Complete by the deadline. An "Intent to Graduate/Complete" application, found in Banner Self-Service, must be submitted electronically to the Office of the Registrar no later than the posted deadline. Deadlines for filing the Intent:

- Summer graduation/completion: June 1
- Fall graduation/completion: October 1
- Spring graduation/completion: March 1

Students who miss the deadline to file an intent have a right to file an appeal to be recognized for candidacy. The policy and process are found in CUConnect.

## Conferring Degrees and Awarding Diplomas

Degrees are conferred and diplomas are awarded at the end of each semester and summer term. Formal commencement exercises take place at the end of each Fall and Spring term. Diplomas are mailed to the student after the official graduation audit period barring any outstanding obligations to Concordia-Chicago. Students graduating in the summer term may participate in the commencement ceremony for the following fall term.

## Commencement Ceremony Attendance

Students who have a hold on their account will not be allowed to participate in the Commencement Ceremony. If the student who planned to participate in the Commencement Ceremony has had extraordinary expenses that have not allowed them to meet their financial responsibility to CUC, they can submit an appeal (<https://webserv.cuchicago.edu/files/forms-repository/business-services/GRADUATION%20CEREMONY%20APPEAL%20FORM.pdf>) to the Office of Student Business Services at least two weeks before the Commencement Ceremony. If the appeal is approved, the student has to complete a payment plan agreement with the Office of Student Business Services to participate in the Commencement Ceremony.