



# When You're Ready to Graduate from Naropa

Congratulations! If you're reading this, you must be very close to completing your degree at Naropa University! To make it easy, we've created a packed with checklists, frequently asked questions and links to forms.

**Important:** The process for graduating, or completing your degree is separate from the one to participate in commencement. In order to receive a diploma, you must complete your degree. If you need information on participating in Commencement, please see Student Affairs or Visit [http://www.naropa.edu/campuslife/import\\_info\\_grad.cfm](http://www.naropa.edu/campuslife/import_info_grad.cfm).

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# Graduation

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## Graduation Checklist

**You must complete everything on this list in order to graduate from Naropa, receive a degree and diploma**

What is it?	Description	Around when do I do this?	I Did It!
<b>Get started</b>	In the semester before you plan to graduate, speak to your advisor to get started in the process	During pre-registration advising, in the semester before you graduate.	<input type="checkbox"/>
<b>Graduation application</b>	This is your official notice to the University that you plan to complete your degree. You must complete this in order to receive a diploma and to graduate. See <a href="http://www.naropa.edu/registrar/forms.cfm">http://www.naropa.edu/registrar/forms.cfm</a> to download the form.	This is due in Student Administrative Services on the last day of drop/add for the semester in which you will graduate.	<input type="checkbox"/>
<b>Graduation Degree Audit</b>	This is a required form that you will complete with your advisor. It shows that you and your advisor have reviewed your courses and that you understand what courses you still need to complete (usually the courses you are in that semester) to graduate	April for spring or summer graduation, and November for fall graduation. Your advisor will contact you when this form is ready to be reviewed. Your advisor will submit it on your behalf.	<input type="checkbox"/>
<b>Graduation Survey</b>	An important last survey to obtain information about your experience at Naropa.	Spring graduates must complete the survey at <a href="http://www.naropa.edu/current/surveys.cfm">http://www.naropa.edu/current/surveys.cfm</a> before the clearance fair.	<input type="checkbox"/>
<b>Clearance Fair &amp; Graduation Clearance</b>	This is a required event where you can obtain the clearances required from various departments to confirm that we can allow you to graduate. The tuition cashier, library and other departments will be there. There are also some <i>Commencement</i> tasks to be completed there, as well.	This is held in April for spring graduation, and November for fall graduation. Summer graduates will be contacted by registration.	<input type="checkbox"/>
<b>Financial Aid Clearance</b>	A required meeting for those who ever had financial aid	Students will be emailed about it.	<input type="checkbox"/>

## Frequently Asked Questions

### **Where do I get the Application to Graduate form?**

<http://www.naropa.edu/registrar/forms.cfm>

### **I go by a different name than my legal name. Can I have that printed on my diploma?**

Sorry, no. The diploma is an official document, therefore it can include only your legal name. You can opt to abbreviate your first and middle names, but not your last name.

### **Can I have my title on my diploma?**

No. Legal names only, and only your legal name.

### **What if my diploma never showed up? Or was lost? Or was eaten by my dog? What if I need a copy for a foreign visa?**

Please contact [aregistrar@naropa.edu](mailto:aregistrar@naropa.edu). Include your name and student ID number.

### **When will I get my diploma?**

Diplomas are not sent to graduates until the following steps are confirmed:

- All of your grades are in and are sufficient to earn your degree per your Graduation Degree Audit.
- Your diploma is printed and signed by the President, the Chair of the Board of Trustees, the Vice President for Academic Affairs, and the Registrar.
- Any outstanding tuition and/or fees are paid.
- You have completed Financial Aid exit interviews (if you received aid).

Once all of the above is confirmed complete, your diploma will be mailed to the address you specify. Usually, they are sent out within three weeks of the semester grade due date.

### **What should I do if I want my diploma sent elsewhere?**

Please email [aregistrar@naropa.edu](mailto:aregistrar@naropa.edu) with your name, student ID number, and the address to which you want your diploma sent.

### **How will I get my deposit back?**

Your deposit refund also depends on the same processes for the diploma, minus the printing/signing. Your refund will be sent to the mailing address listed for you in WebReg. Please ensure that this address is up-to-date for you for the 1-3 months after you graduate.

**I already walked in "graduation." Doesn't that mean I "graduated?"**

No -- you only participated in the Commencement Ceremony. This is not the same as completing your degree. You must complete all academic requirements of your program, earn sufficient credits and GPA to earn your degree and officially "graduate" from Naropa University.

**I don't understand: What's the big deal if I turn something in late?**

Advisors and administrators produce and process a lot of paperwork for you, behind the scenes, to verify your academic progress and to audit your degree completion. When you apply late, your degree is processed out of sequence, which takes more time and effort than if you were simply included in the group of pending graduates who applied on time. The late fee serves as both a deterrent for you, and cost recovery for us. Please turn your forms in on time.

**I need help with some part of this process and my question wasn't answered above. Who do I contact?**

For graduation procedures, start with your advisor. Remember, if you need help with commencement or the fall ceremony, please contact Student Affairs.

## Fall Graduation Instructions on Completing Your Degree:

1. Log into WebReg, check your mailing address, and update it if needed. Important graduation information will be sent to the address listed there.
2. **Complete the Application to Graduate and mail it or submit it to Student Administrative Services by the last day of drop/add for fall.** Applications received after this date will be subject to a \$25.00 late fee.
3. Make an appointment in late September through mid October with your advisor to complete your **Graduation Degree Audit** form. Your advisor will submit the form.
4. **If you received a student loan while attending Naropa, you must attend a financial aid exit interview.** We will contact you via email in late September about the exit interview dates and times. If you are out of the state and not returning to Boulder, you can complete this Exit online. Watch your email for details about exit interviews.
5. You **must** obtain administrative clearances by attending a Graduation Clearance Fair to be held in mid-April (exact date to be announced). This is to confirm that you have paid any debt and done other tasks that are required to complete your degree. **The administrative clearance form (available at the Clearance Fair) is due in Student Administrative Services by November 13, 2009.** A late fee of \$45.00 will be assessed if the form is received after November 13, 2009. Please let us know if you live out-of-state and will not be in Boulder before graduation, therefore unable to attend a Clearance Fair. We recommend that you check in with these departments a few weeks before the clearance fair to clear up any outstanding debt or problems that may interfere with your clearance to graduate.
  - a. The **Tuition Cashier** will verify that you have no outstanding balances. Students with an outstanding balance will not be allowed to participate in the commencement ceremony and will not receive a diploma or transcripts. 303-546-3554; [tuition@naropa.edu](mailto:tuition@naropa.edu)
  - b. **Financial Aid** will advise you on completing your Student Loan Exit Interviews (if you received student loans while attending Naropa). This may be done online at <http://mappingyourfuture.org> 303-546-3563; [karenl@naropa.edu](mailto:karenl@naropa.edu)
  - c. The **Library** will verify that you do not have any overdue books or unpaid fines. 303-546-3507; [library@naropa.edu](mailto:library@naropa.edu)
6. You are invited to Naropa's Commencement Ceremony in May (unless you have walked in a previous spring ceremony) or the Fall Ceremony. See [http://www.naropa.edu/campuslife/import\\_info\\_grad.cfm](http://www.naropa.edu/campuslife/import_info_grad.cfm) for additional information.

**Congratulations!**