

# ACADEMIC RECORDS

## Diplomas

A diploma is issued for each different degree type earned at the University of Colorado Boulder. A diploma will list degree, and dependent on the college, a student's major(s). Diplomas will not list any minors earned or a specific track or option. Undergraduate diplomas will list Latin or academic honors earned based on eligible GPA or successful participation in a honors program. Graduate students are not awarded Latin or academic honors based on GPA. Minors and eligible certificates earned will appear on the official transcript. Diplomas are mailed to all graduating students approximately eight weeks after the close of the semester in which degree requirements were completed and the student applied for graduation. Delivery windows are posted to the graduation and diplomas calendar (<https://www.colorado.edu/registrar/students/calendar/graduation/>) webpage. *Note:* International students must resolve all financial obligations with CU before a diploma is issued.

CU Boulder also offers a certified electronic diploma (CeDiploma) (<http://www.colorado.edu/registrar/students/graduation/cediploma/>) for students who complete a university-approved degree from Fall 2015 and onwards.

Graduating students with Federal Perkins/NDSL loans must complete a loan exit interview and clear all outstanding financial balances before leaving the university. Failure to do so results in a hold on the student's record. The hold prevents registration for future terms. Students can complete a loan exit interview by contacting Heartland ECSI at 1-888-549-3274 or via the Heartland ECSI (<http://www.heartlandecsi.com/>) website. Questions may be directed to University Student Loans & Debt Management in the Bursar's Office at 303-492-5571, toll free at 800-925-9844.

Display diplomas or replacement diplomas may be ordered online after graduation. For more information, visit the Office of the Registrar's diplomas (<http://www.colorado.edu/registrar/alumni/diplomas/>) webpage.

## Enrollment & Degree Certification

Through Buff Portal (<https://buffportal.colorado.edu/>), students may print an official enrollment certification at no charge. Advanced registration enrollment verifications ([https://www.colorado.edu/registrar/students/records/info/verifications/#after\\_you\\_039\\_ve\\_registered\\_amp\\_before\\_the\\_first\\_day\\_of\\_classes-1771](https://www.colorado.edu/registrar/students/records/info/verifications/#after_you_039_ve_registered_amp_before_the_first_day_of_classes-1771)) are available three weeks prior to the term start, and will remain available until the day before the first day of classes, to students enrolled in at least a half-time enrollment status for an upcoming term. Official certification of enrollment is available after the third week of classes of a semester. This certification may be for car insurance, loan deferments, medical coverage, scholarship purposes, etc. The Office of the Registrar can provide written confirmation of registration, enrollment or degree status upon request by current or former students.

CU Boulder has authorized the National Student Clearinghouse (NSC) to act as its agent for purposes of third party enrollment and degree verification. The NSC verifies degrees and enrollment for students who have not placed a privacy restriction on their academic record. The student's name when enrolled, social security number or student ID, and date of birth will be required for identification purposes for enrollment or degree verification. All third parties should contact the National Student

Clearinghouse by phone or visit its web site for current enrollment and degree verification information, instructions and fees.

University policy determines the *academic* enrollment status and federal regulation determines the *financial aid* enrollment status. CU Boulder is required to report enrollment based on the financial aid enrollment status to the NSC. Please refer to the Office of the Registrar's enrollment status grid on the Check Your Enrollment Status (<https://www.colorado.edu/registrar/students/registration/register/status/>) webpage to determine your academic/financial aid enrollment status.

Students are considered to generally be in good standing with the university if they are eligible to enroll or enrolled in classes in a given term. This status applies to participation in club sports and other student organizations, unless club or association rules specify different standards for eligibility.

Students may also obtain verification of degree by ordering an official transcript or requesting an official degree certification through the Office of the Registrar.

## Transcripts

### Official Transcripts

Current and former students may order transcripts online ([https://exchange.parchment.com/send/adds/?main\\_page=login&s\\_id=7i3anAeWu6K3ErXO](https://exchange.parchment.com/send/adds/?main_page=login&s_id=7i3anAeWu6K3ErXO)); no IdentiKey is required. Official transcripts are available in electronic PDF or paper format. Transcripts may be ordered as either a complete academic record of courses taken at all University of Colorado campuses or as a select career (undergraduate, graduate, law or noncredit) for coursework taken after 1988.

In certain circumstances, transcripts can be withheld for ongoing financial obligations to the university or for disciplinary actions.

Official transcripts bear the signature of the registrar and the official seal of the university (not applicable to noncredit transcripts).

### Unofficial Transcripts

Currently enrolled students and alumni who have access to the student portal may view and print unofficial transcripts free of charge through Buff Portal (<https://buffportal.colorado.edu/>). Unofficial transcripts display the complete academic record of courses taken at the University of Colorado. However, academic institutions and potential employers generally do not accept the unofficial transcript as evidence of a student's career at CU Boulder, as this transcript does not carry the registrar's signature, the seal of the university or other security features. Unofficial transcripts are primarily used for advising and counseling in offices at University of Colorado campuses.

## Educational Record Changes

Students whose degrees have been conferred are not eligible for retroactive changes to their educational record.

## Graduate Course Load

For graduate students, enrollment status depends on a student's level (doctoral or master's), the type of classes they are taking and (for doctoral students) candidacy status. The status is also based on university policy and state and federal regulations. University policy determines the *academic* enrollment status and federal regulation determines the *financial aid* enrollment status. CU Boulder is required

to report enrollment based on the financial aid enrollment status to the National Student Clearinghouse.

For academic purposes, full-time status is determined by university policy. For requirements for your academic load and status, visit the Graduate School Rules (Section 8: Full-time Status and Minimum Registration Requirements) (<https://www.colorado.edu/graduateschool/faculty-staff/policies-procedures/rules/>).

Typically in the fall and spring semesters, full time academic status is one of the following:

- 5 credit hours of graduate coursework.
- 8 credit hours of combined graduate/undergraduate coursework.
- 12 credit hours of undergraduate coursework or a varying number of thesis/dissertation credit hours, depending upon the student's status.

Summer course load requirements vary.

For financial aid full time and half time course-load requirements, graduate students should consult the financial aid load columns of the enrollment status grid (<https://www.colorado.edu/registrar/sites/default/files/attached-files/enrollmentstatusgrid.pdf>) and the Office of Financial Aid (<https://www.colorado.edu/financialaid/aid-graduate-professional-students/>) website. Students may also refer to Office of the Registrar's enrollment status (<https://www.colorado.edu/registrar/students/registration/register/status/>) webpage to determine your academic and financial aid enrollment status.

Graduate students may register for a maximum of 15 credit hours per semester toward a degree during the fall and spring semesters.