

ACADEMIC RECORDS

Diplomas

A diploma is issued for each degree earned at the University of Colorado Boulder. Diplomas are mailed to graduating students approximately six weeks after the close of the semester or session in which degree requirements were completed. *Note:* International students must resolve all financial obligations with CU before a diploma is issued.

CU Boulder issues diploma-like certificates to individuals who successfully complete approved academic certificate programs.

In addition, all students earning a degree or certificate are issued a certified electronic diploma or certificate (CeDiploma) (<http://www.colorado.edu/registrar/students/graduation/cediploma/>) to share and post digitally.

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) 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.

Students in CU Boulder on Coursera programs should reach out to reg-specialprograms@colorado.edu with any enrollment or degree certification requests.

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

Transfer of Credit

Students should refer to individual academic programs on the CU Boulder Online website (<http://online.colorado.edu>) for specific transfer credit policies.

Graduate Programs

Credits earned in Canvas and Coursera online programs may be transferred to other CU Boulder graduate degree programs at the discretion of the program and of the Graduate School in accordance with program-specific requirements and Graduate School limits and rules.

Transcripts

Official Transcripts

Current and former students may order transcripts online (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. According to University policy, 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/graduate-education/full-time-status-minimum-registration/>).

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.

Undergraduate Course Load

Full-time status for undergraduate students is 12 or more credit hours for fall, spring and summer semesters for financial aid purposes. For enrollment verification and academic purposes (not related to financial aid), 12 credit hours is considered a full-time load in the fall and spring semester, and 6 credit hours is considered full time in the summer. For further information, please consult the Office of Financial Aid (<https://www.colorado.edu/financialaid/apply-aid/>) website.

Students who receive financial aid or veterans benefits should check with the appropriate office regarding course-load requirements for eligibility purposes.

Please note: For the Applied Computer Science Post-Baccalaureate Program, a full time course load of 12 or more credits in a term is not recommended for most students due to the demanding nature of the courses and the time commitment required to be successful. Students are encouraged to work with their academic advisor for degree planning before committing to a full time course load.

CU Boulder on Coursera

Students in programs hosted on the Coursera platform are not required to take a minimum number of credit hours over any given period of time and are not required to apply for a leave of absence when not enrolled in courses. However, students who have not enrolled for two years will be discontinued until they enroll in a new for-credit course. At that point, they will automatically be reinstated.