ACADEMIC RECORDS

Diplomas

A diploma is issued for each degree earned at the University of Colorado Boulder. Doctoral candidates receive their diplomas at the spring commencement ceremony (diplomas may be picked up or mailed if not attending the ceremony or graduating in summer or fall term). Diplomas are mailed to all other graduating students approximately eight weeks after the close of the semester in which degree requirements were completed and the student applied for graduation. All financial obligations with CU must be resolved 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 certificate 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 and prevents the release of the diploma and academic transcript. 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

Using MyCUInfo (http://mycuinfo.colorado.edu), students may print an official enrollment certification at no charge. 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 (https://www.colorado.edu/registrar/sites/default/files/attached-files/enrollmentstatusgrid.pdf) 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.

Transcripts

Official Transcripts

Current and former students may order transcripts online (https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=7i3anAeWu6K3EfXO); 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.

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 MyCUInfo portal may access and print unofficial transcripts free of charge through MyCUinfo (https://mycuinfo.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.

Degrees & Majors

In order to earn a baccalaureate degree from the University of Colorado Boulder, students must meet all degree and major requirements for their program of study and earn a minimum of 120 cumulative credit hours and a minimum of a 2.00 GPA. It is important to note that some degree and program requirements are higher than these minimum standards. See college and school sections of this catalog for specific degree policies and requirements.

In addition, students at CU Boulder may pursue dual degrees, concurrent degrees or additional majors, minors and/or certificates. See the Change or Add a Major, Minor or Certificate (https://www.colorado.edu/registrar/students/degree-planning/change-add-program/#business-522) webpage for more direction.

Double Degrees

A dual degree at the baccalaureate level can be two different degrees from the same college or school (e.g., a BA and BFA from the College of Arts and Sciences), or two degrees from different colleges or schools (e.g., a BA from the College of Arts and Sciences and a BS from the College of Engineering and Applied Science). In order to earn dual baccalaureate degrees, students must meet all individual degree requirements and receive approval from the academic college or school for each degree. Both degrees must be confirmed with the same graduation date (degrees are awarded concurrently).

Students who wish to pursue an additional baccalaureate degree after graduating with a baccalaureate degree from CU Boulder
must apply for readmission to the university. In addition, students should work with an academic advisor in the intended degree program to determine appropriate procedures and additional requirements (e.g., additional residency requirements may apply beyond course requirements for the second degree and major). Not every college and school permits students to complete an additional baccalaureate degree after graduation.

**Bachelor’s–Accelerated Master’s Degrees**

Qualified students may be approved to pursue concurrent baccalaureate and master’s degree programs, such as the Bachelor of Arts/Master of Arts (BA/MA). These programs are designed as accelerated, integrated curricula in which approved students are permitted to apply select courses/credits to both the baccalaureate and master’s degrees.

**Additional Majors**

Some colleges and schools permit students pursuing a baccalaureate degree to graduate with more than one major (e.g., economics and French) under the same degree (e.g., BA) by completing all requirements for each major. The majors must be completed concurrently and will post to a degree record with the same graduation date. A minimum of 120 total credit hours is required for a degree with additional majors.

**Minors**

Students earning a baccalaureate degree may participate in a minor program. Minors are offered in a number of undergraduate colleges, schools and programs.

**Certificates**

Undergraduate students may pursue formal certificates in a variety of academic or interdisciplinary subjects. Each certificate program has unique requirements. Degree-seeking students who have satisfied course requirements will have the certificate/s posted to their academic record at the time of graduation. Nondegree students who are approved to pursue select certificate programs must be admitted through Continuing Education.

**Degree Audit**

Degree audit reports are available for most degree and certificate programs to help students and advisors track requirements and progress in order to help them graduate on time. The degree audit outlines courses needed for the degree and applies college or school-defined policies, including transfer credit applicability and repeated course rules. The audit also provides hypothetical "what if" degree information. Students and advisors can access the degree audit tool through MyCUInfo (http://mycuinfo.colorado.edu).

**Class Level**

Class level is based on the total number of credit hours passed, as follows:

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0–29.9</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30–59.9</td>
</tr>
<tr>
<td>Junior</td>
<td>60–89.9</td>
</tr>
<tr>
<td>Senior</td>
<td>90–123.9</td>
</tr>
<tr>
<td>Fifth-Year Senior</td>
<td>124 and above</td>
</tr>
</tbody>
</table>

The normal course load for most undergraduates is 15 credit hours each semester.

**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 or who live in university housing should check with the appropriate office regarding course-load requirements for eligibility purposes.

**Intra-University Transfer Students**

Students wishing to change colleges or schools within the CU Boulder campus follow the intra-university transfer (IUT) guidelines from the college or school into which they wish to transfer.

For more information on recommended course work in preparation for an IUT and other criteria, students need to consult college and school sections of this catalog or talk with an academic advisor in the program to which they plan to transfer. Some colleges and schools do not accept IUT students during the summer. It is important to note that admission to a college through the IUT process is competitive, and not all students who apply are admitted. Decisions are based on course preparation, credit hours completed, grade point average and other criteria required by the specific college or school. See the Change or Add a Major, Minor or Certificate (https://www.colorado.edu/registrar/students/degree-planning/change-add-program/#business-522) webpage for more direction.

**Academic Standing**

Each college and school at CU Boulder has published minimum requirements for undergraduate students to remain in good academic standing. See respective college and school sections related to academic standards, including policies for probation and suspension.

In addition, federal regulations require students to make satisfactory academic progress in a program of study to be eligible for financial aid. For additional information, see the Satisfactory Academic Progress (SAP) Policy (http://www.colorado.edu/financialaid/policies/satisfactory-academic-progress-sap-policy) webpage.

**Class Rank**

After an undergraduate student graduates, they can receive a document that indicates their class rank among graduating students within the last year. Students in the College of Arts and Sciences and the College of Engineering and Applied Science will have a ranking within their major degree program. Students in other schools, colleges and programs will have a ranking within their college. The request form is available in MyCUInfo (http://mycuinfo.colorado.edu).