




UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

4301 JONES BRIDGE ROAD
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DIRECTIVE SYSTEM TRANSMITTAL

NUMBER	DATE
Instruction 1312	April 1, 2022
<p style="text-align: center;">INSTRUCTION FOR RECIPIENTS</p> <p>The following pen and ink changes are made to Instruction 1312 "Student Graduation".</p> <p>D. <u>Procedures.</u></p> <p>1. <u>Degree Clearance:</u></p> <p style="padding-left: 40px;">c. Dean approval and/or denial is recorded and forwarded to the President (PRS) after all grades are recorded on the student record(s) at the end of the semester or degree date.</p> <p>E. <u>Effective Date.</u> This amendment is effective immediately.</p> <div style="text-align: center;"> William M. Roberts, MD, MBA Acting President 4-1-22</div>	

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT



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SUBJECT: Student Graduation

August 3, 2021

Instruction: 1312

(OUR)

ABSTRACT

This Instruction assigns the responsibilities and procedures to be followed in establishing the degree clearance process and diploma distribution within the Uniformed Services University of the Health Sciences (USU).

A. Purpose. This Instruction provides the decision level authority for granting degrees; review process to ensure that USU degree requirements have been met as published in PPM-011-2019 "University Catalog," (*Reference (a)*); and procedures to distribute diplomas. Furthermore, this policy is designed to support the Middle States Commission on Higher Education Standard III, *Design and Delivery of the Student Learning Experience, Criteria 3* "academic programs of study that are clearly and accurately described in official publications of the institution in a way that students are able to understand and follow degree and program requirements and expected time to completion."

B. Applicability. This policy applies to all USU degree and certificate programs.

C. Policy. Schools and Colleges (S/C) will identify program requirements for degree and certificate completion during the curriculum approval process as described in PPM-008-2019, "Establishment of New Academic Program," (*Reference (b)*). USU Instruction 1314, "Establishment of a New Academic Course Instruction," (*Reference (c)*), offers S/C the flexibility to change degree requirements at the course level. These changes will be captured in the annual university catalog and degree audit system maintained by the Office of the University Registrar (OUR). Students and the OUR must be notified of any revisions to degree requirements prior to implementation. Degree conferral is issued by the President, USU, through the academic dean, in accordance with DoDI 5105.45, section 2.3, (*Reference (d)*). Degrees will be transcribed to the student record upon course/research completion and issued at the end of the semester unless otherwise indicated within this instruction.

D. Procedure. Degree review will be conducted using the degree audit requirements associated to a student at time of matriculation. All grading elements must be recorded in the student record prior to degree conferral and diploma issuance. Exceptions to degree requirements may require adjudication through the respective Dean and/or President.

1. Degree clearance:

a. OUR will submit the anticipated graduation list with degree audit details to the S/C for review during the last semester of attendance. The reverse transfer process review is established at the college level.

b. The S/C student promotion committee(s) provides their Dean a final graduation list for approval when the degree audit information is confirmed.

c. Dean approval and/or denial is recorded and forwarded to the President (PRS) no later than one month before the end of the semester or degree date.

d. PRS confers all degrees once all academic work is documented in the student record.

e. OUR receives the official list of conferred degrees from PRS then updates the student records and orders diplomas.

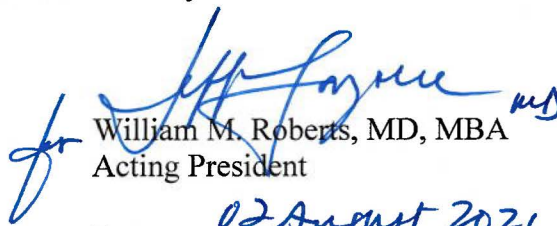
2. Diploma distribution:

a. Undergraduate degrees are awarded at the end of the semester (fall, spring and summer) and mailed to the student.

b. Graduate degrees are awarded once a year on the 3rd Saturday in May and presented to the student in person or awarded at the end of the semester (fall, spring, and summer) and mailed to the student.

c. Postgraduate Dental College degrees and Master in Health Administration Policy and Master in Public Health are awarded once a year on June 30th and mailed to the student.

E. Effective date. This Instruction is effective immediately.


William M. Roberts, MD, MBA
Acting President
Date: 02 August 2021

Enclosures:

1. References

REFERENCES

- (a) PPM-011-2019, "University Catalog", dated September, 23, 2019.
- (b) PPM-008-2019, Establishment of New Academic Program," dated July 10, 2019.
- (c) USUI 1314 "Establishment of a New Academic Course Instruction," dated July, 19, 2021.
- (d) DoDI 5105.45, Uniformed Services University of the Health Sciences, section, 2.3, President, USU.
- (e) MSCHE Standard III-Design and Delivery of Student Learning Experience, criteria 3.
- (f) USU Instruction 1028 "Academic Year," dated March 16, 2021.