University of Colorado Boulder

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# Fall 2017 Graduation Coordinators Calendar

| Date | Title/Description |
| --- | --- |
| Oct. 1 (Sun.) | **Graduate School:** Last day to submit a fall graduation application in MyCUInfo (11:59 p.m.). |
| Nov. 1 (Wed.) | **MBA, LAW:** Last day to submit a fall graduation application in MyCUInfo (11:59 p.m.).<br><br>**Graduate School, MBA, LAW:** Last day to cancel a fall graduation application in MyCUInfo (11:59 p.m.). |
| Nov. 8 (Wed.) | **Grad Coordinators:**<br>• Medal orders due.<br>• Send diploma-cover order form to departments. Return by Wednesday, Nov. 22. |
| Dec. 7 (Thurs.) | **Graduate School:** Confirmed lists for PhD due to Office of the Registrar by noon. |
| Dec. 14 (Thurs.) | **UGRD Students:** Last day to submit or cancel a fall graduation application in MyCUInfo or make changes to an existing graduation application.<br><br>**Grad Coordinators:** Honors medals available for pickup in Office of the Registrar. |
| Dec. 18 (Mon.) | **Dean's Offices:** Honors medals available all week in dean's and honors offices.<br><br>**Departments:** Diploma covers available for pickup in Office of the Registrar. |
| Dec. 20 (Wed.) | **Office of the Registrar:** Send copy of Bursar's Office hold lists to Graduate School.<br><br>**Paradigm:** PhD diploma delivery to Graduate School. |
| Dec. 21 (Thurs.) | **Fall 2017 degree conferral date** |
| Dec. 28 (Thurs.) | **Office of the Registrar:**<br>• Mail PhD diplomas not picked up at ceremony.<br>• Post PhD degrees.<br>• Upload PhD dissertation titles to Campus Solutions.<br>• Run I-to-F conversion. |
| Jan. 19 (Fri.) | **Grad Coordinators:** Deadline to make changes to grad roster before losing access. |
| Jan. 23 (Tues.) | **Grad Coordinators:** Confirmed lists and honors lists for UGRD and MAS due.<br><br>**December Graduates:** Deadline to update diploma name and address through MyCUInfo. |
| Jan. 26 (Fri.) | **Grad Coordinators:** Last-minute changes for degree posting due to Office of the Registrar by noon. |
| Feb. 5 (Mon.) | **Office of the Registrar:** Transcripts with degrees posted available for order after 5 p.m. |
| Feb. 9 (Fri.) | **Office of the Registrar:** Diploma order due to Paradigm for printing. |
| Feb. 12 (Mon.) | **Office of the Registrar:** Transcripts with certificates posted available for order after 5 p.m. |

| Date | Title/Description |
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| Feb. 16 (Fri.) | **Office of the Registrar:** Certificate order due to Paradigm for printing. |
| Feb. 27 (Tues.) | **Paradigm:** Diplomas mailed to students. |
| March 6 (Tues.) | **Paradigm:** Certificates mailed to students. |