



## Registrar's Office

1000 Rim Drive, Durango, CO 81301  
Phone: 970.247.7350 Fax: 970.247.7598

### Degree FAQs

What catalog should I be following?

Most students stay under the catalog that was in effect the year they started at FLC. The only reason to change to a more current year is if there have been changes to your program of study and it's to your advantage to follow the new requirements. Word of caution: your major, minor, and Liberal Arts Core (General Education) requirements all have to come from the same catalog year. Check all of these areas carefully when changing years!

What paperwork do I need to turn in for graduation?

Students who want to earn Fall and Winter degrees must submit an Application for Graduation form by Census Date of the semester they plan to finish final degree requirements. Summer degree candidates must submit the form by Census Date of Winter semester. The form is available on the Registrar's Office webpage under "forms." On this form you will declare your catalog year, graduation date and any majors or minors you want to earn.

Prior to a student's final semester of study, other forms may be required. Examples of these include: the *Change of Advisor, Major, Minor or Catalog year* form, the *Transfer Inquiry* form and the *Application for Double Major* form (note: not all students need to submit the Double Major form. The Registrar's Office will notify students via their official FLC email account if and when it's required).

The class I need to graduate isn't offered next semester, but my advisor said I can take a different one. Is there anything else I need to do?

Yes, any course that is not a choice in your catalog must be approved as an "Exception to Graduation Requirements."

Exceptions for major requirements need to be approved by the chair of your major department and the Assistant Dean.

Exception for Liberal Arts Core requirements are approved by the Coordinator of General Education. Exception requests may be initiated by the student, the student's advisor, or a departmental faculty member. The student and advisors will be notified via email as to the outcome of the request.

I won't be finished with all my degree requirements until summer. Can I still participate in the spring ceremony? When do I get my diploma?

Yes, since we do not hold any commencement ceremonies in the summer, students scheduled for summer degrees are allowed to participate in the Spring ceremony, but only if approved upon submission of their Application for Graduation. These are due by Census Date of the Winter semester. All summer degrees are processed at the end of the third summer session and mailed during the beginning of September.

What happens if I don't finish my last class as planned?

The Registrar's Office reviews the files of everyone who is scheduled to graduate at the end of each semester. If you do not finish your requirements, we will deactivate your declared graduation date. It will be up to you to contact us when you are ready to finish your degree, by submitting your Application for Graduation by the usual Census Date deadline.

Is there a deadline to finish my degree?

Technically there is no "deadline" to finish a degree, however, keep in mind that catalogs are only valid for 10 years (the catalog year listing your requirements cannot be more than 10 years old at the time of graduation). Delaying graduation could add additional requirements to your degree, so it's best to finish as close as possible to the original graduation date.