

Electronic Filing of Intent to Graduate and Application Process

The Office of the Registrar will be implementing a paperless graduation application process beginning with the summer 2003 semester. A brief description of the procedure is as follows:

1. Student files intent to graduate on-line at Registrar's graduation website. Graduation status becomes "1" in student information system (SIS).
2. Lists of students who are at status "1" by degree and program, are produced by the registrar's IT programmers. These lists are sent to the appropriate program coordinators.
3. The program coordinator runs a degree audit for each student, using screen 681 in SIS. The program coordinator may exclude any coursework that is not applicable to the degree from the audit. The program coordinator will be able to substitute additional course work that the student has taken, but was not identified as being a degree requirement by the audit, by substituting (pointing) those course(s) towards the degree.*

After the program coordinator reviews the audit, the program coordinator will make the following determination:

- a. The student has not met all degree requirements. The program coordinator will contact the student and advise them as to what degree requirements are missing, and direct them to withdraw their intent to graduate for the current semester, and re-file their intent for a future term.
- b. The student will meet all degree requirements by the date of degree conferral for the term the intent has been filed and has cleared the audit. (Providing the student completes all coursework in progress and passes all required examinations.) The program coordinator sends a list of students who have cleared the audit to the dean's office.

4. The dean's office reviews all audits and makes the following determination:

- a. The student will not have met all academic requirements for degree conferral. An email will be sent to the student with a copy to the program coordinator, explaining why the student has not passed the audit. The student will be instructed withdraw their intent to graduate for the current semester, and re-file their intent for a future term.
- b. The student will have met all academic requirements for degree conferral. (Providing the student completes all coursework in progress and passes all required examinations.) An email will be sent to the student with a copy to the program coordinator, advising the student that, pending a final audit by the Office of the Registrar, the degree will be conferred. The dean's office changes the graduation status of the student to "2" in SIS.

5. The Office of the Registrar reviews students who are at status "2" and if all requirements have been completed at the end of the semester, confers their degree.

*Please note that the program coordinator may waive or substitute degree requirements that are listed for their programs. The dean's office and the Office of the Registrar will review any substitutions to verify that they meet university standards.