

NEW GRADUATION PROCESS EFFECTIVE SPRING 2011

Presented by
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In collaboration with the
Division of Academic Affairs

APPLICATION SUBMISSION TO THE REGISTRAR'S OFFICE

- Student brings to the Registrar's Office the Application for Degree which must include a copy of Degree Audit from HawkWeb with signatures from Advisor and Department Chair. ***Make sure students are meeting requirements before signing.*** For Graduate Students, a manual audit should be submitted until degree audit in HawkWeb is officially online.
 - Student will be given a memo from the Registrar's Office noting receipt of application
 - Application for Degree and HawkWeb Degree Audit (manual audit for Graduate Students) will be reviewed by the Registrar and Associate Registrar

APPLICATION SUBMISSION (CONT'D)

- ◉ If student is meeting requirements, application will be accepted
 - ◉ Student will be notified via student's UMES email address that they are a candidate for graduation
 - ◉ Student will be coded in the system as a candidate
- ◉ If student is not meeting requirements, the application will be denied and returned to the department and the Chair will be responsible for either rectifying the concern(s) or notifying the student that he/she will not be a candidate for that semester

APPLICATION SUBMISSION (CONT'D)

- ◉ If the concern is rectified, the application and audit can be resubmitted to the Registrar's Office
 - Once reviewed, then the Registrar will notify the student of candidacy via the student's UMES email address

PRINTING THE AUDIT REPORT

- Only the areas that are not met have to be expanded.
 - Notes can be made near this area noting discrepancies or corrections needed (courses not being placed according to the approved curriculum)
 - If course substitutions are needed, they should be submitted with the application.
 - Student will not be a candidate until course substitutions are received
- If all areas are met, print, sign and submit the audit

ITEMS TO ADDRESS PRIOR TO SUBMISSION OF DEGREE APPLIC

- Make sure major is accurate
- For students whose major requires an area of concentration, make sure the concentration is noted in the system prior to submission of application for degree.
- Catalog changes (Requirement Term) should occur in the first semester of student's enrollment and communicated to Registrar

ITEMS TO ADDRESS...(CONT'D)

- ◉ For students who have declared a minor, review to make sure student is meeting minor requirements
 - If not, this should be removed prior to student submitting application for degree
 - Minor course requirements are in addition to courses used to fulfill major curriculum requirements unless they sit in free electives only
- ◉ Any deviations from the approved curriculum should be sent to the Registrar during the semester it occurs
 - Course substitutions, waivers, etc. (students approved for waivers still have to meet the minimum credits for that area)

HOW CANDIDATES WILL BE INITIALLY IDENTIFIED

- Report will be generated by the beginning June (2011) of students with a minimum of
 - 90 credits - May (2012) Candidates;
 - 100 credits - December (2011) Candidates
- Report will be forwarded to Chairs with a copy to the Deans and Vice President for Academic Affairs

HOW CANDIDATES...IDENTIFIED

- Based on this report, departments should review the degree audit on HawkWeb to determine students' eligibility to apply for graduation
 - Requirements already met and needed
 - Current Semester Enrollment
 - Last semester enrollment and course availability
 - Course substitutions processed and needed

QUESTIONS AND ANSWERS

02/10/2011