

Clearing Students for Graduation

Presented by:

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In collaboration with the Office of Academic Affairs

Current Process

- Semester prior to anticipated graduation, Registrar's Office sends flyer to eligible candidates with 100 credits or more
- Students meet with Advisor during pre-registration for advising and audit review
- Application for Degree is approved and signed by the Advisor and Department Chair
 - Application is submitted to Registrar's Office
 - Students are then coded in system as Candidates
 - Official Roster is generated and sent to the Deans for distribution to the faculty
 - Registrar's Office begins audit review
 - Concerns are communicated to the Departments

Current Process (continued)

- Registrar waits for responses from Departments
 - Departmental audits are received from some departments
 - Course Substitutions are received based on concerns submitted to departments
 - Some course substitutions are received immediately; others are received very late, after graduation, or not at all
- Concerns not addressed by the department results in students not being cleared for graduation

Spring 2010 Statistics

- 440 Students applied for graduation
- 284 (66%) Cleared by July 16, 2010 (8th week)
- 8th week after graduation students should have received diploma
- 304 (69%) Cleared by July 20th (USM/MHEC Reporting)

Week After Graduation	Number Cleared
Week 1 (5/24-5/28)	18
Week 2 (5/31-6/4)	12
Week 3 (6/7-6/11)	124
Week 4 (6/14-6/18)	48
Week 5 (6/21-6/25)	20
Week 6 (6/28-7/2)	9
Week 7 (7/5-7/9) (Enrollment 101)	7
Week 8 (7/12-7/16) (Enrollment 101)	46
Week 9 (7/19-7/23)	20

May 2010 Candidates Pending

Prog	Department	# of Candidates
AN	Agriculture	4
AN	Natural Sciences	25
AN	Human Ecology	3
	AN Total	32
AP	Fine Arts	2
AP	Criminal Justice	15
AP	English	3
AP	General Studies	2
AP	Social Sciences	10

Prog	Department	# of Candidates
AP	Education	
	AP Total	33
BT	Business/Mgmt/Acct	14
BT	Engineering & Aviation	3
BT	Math & Computer Science	6
BT	Technology	8
BT	Hotel/Restaurant Mgmt	5
	BT Total	36
HP	Exercise Science	2
HP	Rehabilitation Services	4
	HP Total	6

May 2010 Candidates Pending

Program	Department	# of Candidates
GD	Applied Computer Science	3
GD	Career/Tech	1
GD	Education/MAT	4
GD	Criminology	3
GD	Food/Ag Science	3
GD	MEES/Toxicology	3
GD	Rehab Counseling	8
GD	ORLD	4
	GD Total	29
	Grand Total (All Programs)	136

Barriers/Issues in Clearing Students

- There is a breakdown in timely communication between the academic departments and the Registrar's Office
- Students are approved to apply for graduation and will not have earned enough credits to meet minimum requirements
- Transfer credits are not being articulated in a timely manner for departmental course credits or

Barriers/Issues in Clearing Students

- Transfer credits are being made to fit requirements when they do not
 - affects the integrity of the program and degree
 - Unfair to the native student
- Students are being advised on the wrong catalog
- Incomplete grades not being changed in a timely manner
- Incomplete grades being awarded in student's last semester
- Final Grades not being submitted on time

Barriers/Issues in Clearing Students

- Waiting for transcripts from other schools for Non-UMES Study
- Departmental audits are supposed to be submitted to the Registrar's Office, but not all departments do so
- Departmental audits created in Word or Excel contain errors
 - Courses that do not appear on official transcript
 - Wrong credit hours resulting in students being short in requirements
 - Deviations from curriculum layout
- Forms completed incorrectly or do not contain appropriate signatures have to be returned; last minute credit by exams
- Untimely submission of required documentation (i.e., course substitutions, disability waivers, etc.)

Barriers/Issues in Clearing Students Late Course Substitutions

- # of course substitutions received from January – July 2010 = 374
- Of the 374 course substitutions received, 203 (54%) were for graduating candidates
- Of the 203 course substitutions received for graduating candidates, 155 (76%) were received between May 4th and July 22, 2010

New Process for Clearing Graduating Candidates

New Process Effective Spring 2011

- Any deviations from the approved curriculum should be sent to the Registrar during the semester it occurs
 - Course substitutions, waivers, etc.
 - Questions about course substitutions, etc. should be discussed with Registrar immediately prior to approving enrollment, etc.
- Transfer credits that should be articulated by the department should occur the first semester of student's enrollment
- Catalog changes should occur in the first semester of student's enrollment and communicated to Registrar

New Process Effective Spring 2011

- Report generated of students with a minimum of 90 credits (May Candidates); 100 credits – December Candidates
- Report will be forwarded to Chairs with a copy to the Deans and Vice President for Academic Affairs
- 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 – course availability
 - Course substitutions processed

New Process Effective Spring 2011

- Examples of HawkWeb Degree Audit
 - Cleared (student meeting requirements)
 - Uncleared (student not meeting requirements)

New Process Effective Spring 2011

- Students will not be allowed to submit application for degree without being cleared initially by the academic department and the Registrar's Office
- Manual Audits created by Departments will no longer be accepted

New Process Effective Spring 2011

- Make sure major is accurate
 - Do not wait until student's last semester to make the change
- 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.
- 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

New Process Effective Spring 2011

- Application for Degree must include a copy of Degree Audit from HawkWeb with signatures from Advisor and Department Chair
 - Application for Degree and HawkWeb Degree Audit will be reviewed by the Registrar and Associate Registrar
 - If everything is in order (i.e. meeting requirements, course substitutions received/processed), application will be accepted
 - Student will be coded as a candidate

New Process Effective Spring 2011

- If not, 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
- If the concern is rectified, then the Registrar will notify the student of candidacy
- Applications for Degree must be submitted during the time stipulated for each semester: May 2011 Graduation deadlines – Oct. 19, 2010 – Jan. 31, 2011
- Note: December 2010 Graduation Deadlines – March 22, 2010 – June 30, 2010: 45 have applied to date (30 – Rehab)



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Questions, Concerns or Comments