Online Graduation Application & Clearance Process for Chairs

1. Click the **UMES Custom Programs** menu
2. Click the **Course Campus Community** menu link
3. Click on the **Eligible Graduates** menu link

This page will only include a list of eligible students (i.e. Undergraduates with 99 or more credits, Graduates with 24 or more credits and PharmD students with 140 or more credits). Chairs **must** approve students as eligible to apply for graduation.

4. Click on the **Advisement Report** link

The Advisement Report link is to review the student’s audit. Make sure that all course substitutions required have been processed and the audit is collapsing before making the student eligible to apply for graduation. **Please note**: If a student has been approved for a credit by exam or is taking courses at another institution, you may still make them eligible to apply although the audit may not be collapsing. Please send an email to the Registrar in these instances.

Questions? Email: graduation@umes.edu
Office of the Registrar · Student Development Center Suite 1120
Phone: (410) 651-6413/6414 · Website: www.umes.edu/registrar
Online Graduation Application & Clearance Process

Chair

The **Advisement Report** link will display the Academic Requirement Report (*Degree Audit*)

5. Click on the **Approve Eligibility** checkbox to approve and **Enter a Term** for the expected graduation term for each of the students. Complete for all advised and approved students.

<table>
<thead>
<tr>
<th>No.</th>
<th>ID</th>
<th>Name</th>
<th>Major</th>
<th>Credit Hours</th>
<th>Career</th>
<th>Last Term Attended</th>
<th>Last Term Attempted</th>
<th>Advisement report</th>
<th>Approval Eligibility</th>
<th>Cap Grad Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1234567</td>
<td>Smith, Jan</td>
<td>Business Administration-Finance</td>
<td>100.000 Undergrad</td>
<td>Undergrad</td>
<td>2128</td>
<td>2161</td>
<td>Advisement report</td>
<td>Approved</td>
<td>2161</td>
</tr>
<tr>
<td>2</td>
<td>1121133</td>
<td>Boggs, Amy</td>
<td>Business Administration-General</td>
<td>100.000 Undergrad</td>
<td>Undergrad</td>
<td>2128</td>
<td>2161</td>
<td>Advisement report</td>
<td>Approved</td>
<td>2161</td>
</tr>
<tr>
<td>3</td>
<td>1478529</td>
<td>Paul, Sam</td>
<td>Business Administration-General</td>
<td>111.000 Undergrad</td>
<td>Undergrad</td>
<td>2128</td>
<td>2161</td>
<td>Advisement report</td>
<td>Approved</td>
<td>2161</td>
</tr>
</tbody>
</table>

6. Click the **Save** button.

7. A system message will be automatically generated after a student(s) has been approved and saved. Click the **OK** button.

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The student will be removed from the eligible graduates list. Chairs can go back to the list of students for any student that was not processed and make them eligible. An email notification with detailed instructions will go to each student that was made eligible to apply for graduation.

The Graduation Application & Clearance Process **EXCLUDES** the following students that have been:

- Awarded a degree
- Withdrawn from the University
- Denied, In Review or Pending statuses
- Dismissed, Revoked, Suspended and Voluntary Dismissals

It **ALLOWS** students that have:

- Applied the previous semester but have not completed to reapply