

## Pre-Graduation Undergraduate Degree Plan Final Check

**Purpose:** To assure that all students who apply for graduation are actually ready to graduate if they successfully complete the courses in the semester during which they apply for graduation.

**Process:**

1. After the 12<sup>th</sup> day/census date, the Office of Undergraduate Studies will distribute lists of undergraduate applicants to chairs, directors, and associate deans. Deans are responsible for oversight of the process to verify readiness for graduation. The Registrar's Office reviews files to verify that all substitutions which were received in the Registrar's Office have been processed.
2. In each college, individuals will be designated to complete degree verifications through DARS:
  - a. Check to see whether all degree requirements are either already met or are in progress.
  - b. Add an indication in the list of college's students of whether the student is
    - i. READY: expected to be ready when the semester is completed if grades are passing, OR
    - ii. NOT READY: not expected to complete requirements by the end of semester.
3. For each student that does NOT appear to be ready, colleges
  - a. Contact the department to assure that all substitutions have been submitted to the Registrar.
  - b. Contact the students to inform them that their applications will be rolled forward to the next semester.
4. Deans send a list with each student in their colleges marked either Ready or Not Ready to the Registrar with a copy to the Office of Undergraduate Studies.
5. The college review process must be completed and requests to roll over graduation applications of students not ready to graduate must be received by the Registrar by the end of the 8<sup>th</sup> week of long semesters and the 4<sup>th</sup> week of summer semester.
6. When the Registrar receives the lists of graduation candidates which have been marked for readiness to graduate, the graduation applications of those marked NOT READY will be rolled forward to the next semester.
7. After commencement, the Registrar's Office reviews students' records to verify completion of all graduation requirements and notifies students who have not met the requirements. The process should be completed prior to the next semester, except for unusual cases.
8. Diplomas are mailed approximately 5-7 weeks after commencement.

08/20/09