GRADUATION CHECKOUT / CERTIFICATION GUIDELINES

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1.0 VERIFY STUDENTS WHO HAVE APPLIED TO GRADUATE

Graduation analysts use the following steps to access 'Apply to Graduate' forms for students filed for specific terms, either once after the deadline for the penultimate semester or periodically for specific graduation semesters. Using reports "SYCH005 Filed Student Percent Complete", graduation analysts assess students for possible completion of requirements for the semester for which they applied.

1.1 Download Reports of Filed Students

- Run report "SYCH005 Filed Students Percent Complete"
- Use report "SYCH005 Filed Students Percent Complete" for Analysts to process the applications

Note 1: Reports are created using the Hyperion tool, located in folder: Spectrum/Student/Graduation Analyst.

Note 2: Reports "SYCH022 Final_Graduation_List" and "SYCH023 Preliminary Graduation List" pull information from production (real time). All other reports in the Graduation Analyst folder pull data from the reports instance, updated nightly.

1.2 Assess Students for Eligibility to Graduate

- Using report SYCH005, check each student for eligibility to graduate in the term which the student selected for graduation.
- Check UMdegree for missing exceptions, transfer courses, etc., and adjust requirements in UMdegree or submit petitions as needed.
- Graduation analysts should e-mail students who are ineligible to graduate in the term selected. When sending e-mails to a group of students, **be sure** to Blind Carbon Copy (BCC).
- E-mail template example. (See Appendix Section 1.2).
- For the ineligible students, decide whether to leave the application for updating the graduation term upon their e-mail reply or to make their application inactive if it is unlikely that they will graduate in the next few semesters.
- For students seeking a **second major,** a SHADEGR record will be created with **FI** Graduation Status. Be sure not to change their status to **PN** Approved or **AW** Graduated.
- Code appropriate students **AP** approved for graduation.

1.3 Update "Sought" Record for Eligible Students

Note: Repeat steps of process 1.0 as needed during the semester. Analysts may create a SHADEGR record and SHAGAPP application for students who do not meet the eligibility criteria and need to apply for graduation.

## 1.4 Check for Students Needing to Apply to Graduate

Analyst may use report "SYCH006 Not Coded Students 85 Percent Complete" to find students close to graduation who need to apply to graduate

2.0 NOTIFICATION OF STUDENTS ELIGIBLE TO GRADUATE IN TERM APPLIED

Students will be notified automatically through a Hobson's e-mail communication, "Application for Graduation Received," when coded **AP** in Banner for a specific term. (See Appendix Section 2.0A.)

Hobson's communication will be repeated as students become eligible for the term.

Note: In the e-mail, students are advised to view their Registration Checklist in UMdegree. They will need to confirm receipt to record their acceptance of the message. (See Appendix Section 2.0B.)
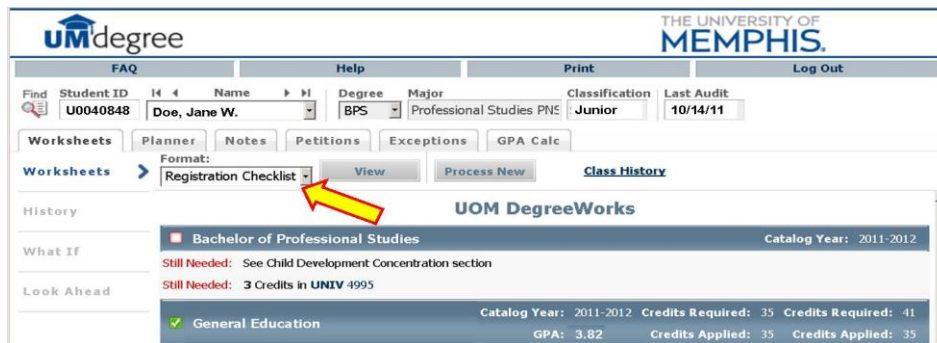
Graduation analysts receive two weekly exports: one export lists all students who have been coded **AP** who have submitted their Registration Checklist confirmation, and one export lists **new** students who have submitted their Registration Checklist confirmation in the last week.

3.0 NOTIFICATION OF ELIGIBLE STUDENTS WHO HAVE NOT APPLIED TO GRADUATE

- At the beginning of each semester and two weeks before the filing deadline for each graduation term, students will be automatically notified through Hobson's communication "Time to File Your Application to Graduate." (See Appendix Section 3.0.) Notification is based on 85% complete with no Outcome/Graduation codes in SHADEGR.
- If more notifications are desired, graduation analysts may create their own e-mail message and use "SYCH006 Not Coded Students 85 Percent Complete" to pull an e-mail address list of students who have not submitted an ATG form and who are not coded in Banner. When sending e-mails to a group of students, **be sure** to Blind Carbon Copy (BCC).

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4.0 BEGINNING OF A FINAL TERM

Graduation analysts use the following steps to assess students' eligibility for graduation (ability to complete requirements) during the current term. These students have an ATG form for the current term and are coded **AP** (Graduation Status on SHADEGR) from section 1.2.

Timeline: January, May, and August
- Run report "SYCH005 Filed Students Percent Complete" for students with Graduation Status **AP** for the graduation term.
- Download the report as an Excel file and save to desktop to manipulate.
- Sort by the Percent Complete column.
- Verify 98% complete by checking for any remaining requirements.
- Use other columns on the report to check Career (UM) Earned Hours, Higher Ed (Overall) Earned Hours, Career (UM) GPA, and Higher Ed (Overall) GPA.
- Establish a method for noting which students are eligible and which are ineligible (for example, highlighting, sorting, moving to a new page, etc.).

Note: 98% complete should indicate that students are registered for any remaining requirements. The Freetext column is still being reviewed so that it will pull in the best information to assist with knowing whether a student has completed or is enrolled in all remaining courses.

4.1 Ineligible Students – Applied but Unable to Complete Requirements In Current Term
- For students determined ineligible:
  - Update Graduation Status to **IE** (ineligible to graduate) on SHADEGR.
  - Run report "SYCH023 Preliminary Graduation List." Select code value **IE** to verify that all ineligible students have been coded.
- Students will be automatically notified through a Hobson's communication when coded **IE** in Banner. (See Appendix Section 4.1.)

Note: Coding the ineligible students as **IE** is necessary to separate them from the eligible students who will retain the **AP** code.

4.2 Eligible Students – Applied and Enrolled in Remaining Requirements in Current Term
- Run report "SYCH023 Preliminary Graduation List." Select code value **AP.**

4.3 Update Honors Tab
- Using report "SYCH023 Preliminary Graduation List," processed in 4.2, update Honors tab on SHADEGR with Honors designations for appropriate eligible students.
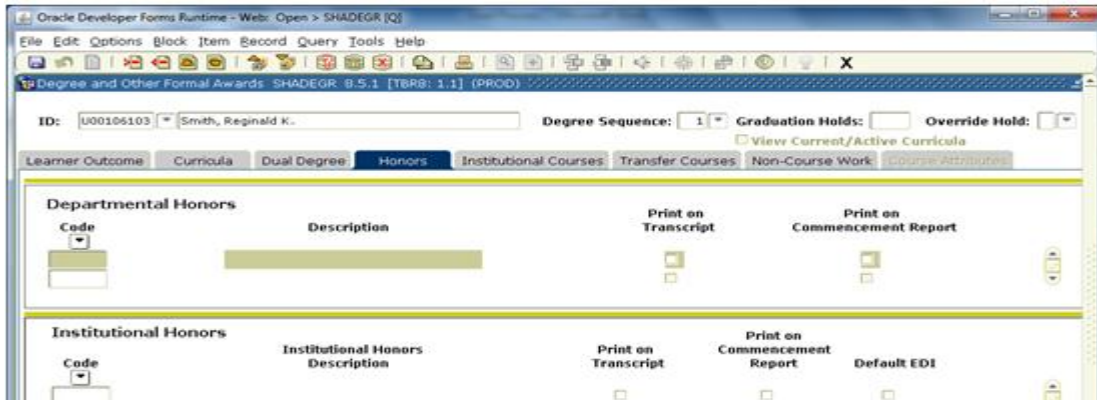
5.0 GENERATE ORIGINAL COMMENCEMENT PROOF LIST

Graduation analysts use the following steps to create a list of all candidates for the Commencement ceremony for the current term.

- Run the following reports choosing Graduation Status "AP" for the graduation term:
  - Undergraduate - "SYCH002 Graduation Commencement List_Dashboard"
  - Graduate – "SYCH011 Graduation Commencement List_Dashboard"
  - Law – "SYCH013 Graduation Commencement List_Dashboard"
- Download the report as an Excel file and save to desktop.
- Check the report for appropriate student information.
- E-mail this document to the Commencement Office for initial proofing of the Commencement program.

5.1 Notification of Students On Track to Graduate in Current Term

Students will be notified automatically through a Hobson's communication at the first Commencement proof deadline when coded **AP** in Banner for the current semester. (See Appendix Section 5.1.) The e-mail will include the certification deadline for the term as determined by the Registrar's Office.

5.2 Update Commencement Proof List as Students Become Eligible in Current Term

- Add students to the Commencement proof list as they become eligible to graduate.
  - For example, students may be added as transfer courses are verified, courses are added, or they meet previously missing requirements.
- Update Learner Outcome tab, Graduation Status (**AP**) and Outcome Status (**PN**) codes on SHADEGR; also update Honors tab with Honors designations.
- E-mail the updated list with all added and corrected students' information to the Commencement Office per their deadlines.

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- If students change diploma name submitted by graduation analyst, student must contact analyst with change and make the change on the ATG form. (Or the analyst can edit the name on SHAGAPP. The name used must match the official name in Banner.)

6.0 CERTIFICATION OF DEGREES

Graduation analysts use the following steps to certify degrees.

- **Timing: After Registrar's Office declares grades are final for the term.**

6.1 Mass Entry of Degrees
- Run report "SYCH005 Filed Students Percent Complete" the day after the Registrar's Office has declared grades are final for the term.
- Download the report as an Excel file and save to desktop.
- For students who are **not** 100% complete according to the report:
    - Check for exceptions, transfer work, etc. that might qualify them for certification.
    - For any students who cannot be certified, update the Graduation Status to **DQ** on SHADEGR.
    Note: Changing these students to DQ is necessary to allow for Mass Entry of Degrees for all eligible students.
- For students who **are** 100% complete:
    - Verify GPA on the report and if necessary update the Honors designations on the Honors tab on SHADEGR.
    - See 6.2 Instructions for Adding Transcript Text, if applicable.
    - Update graduation and degree information on SHAMDEG (Mass Entry Graduation). This will update Graduation Status from **AP** to **GR**, thus certifying students who have met all requirements.
    - See the Degree Posting Manual.

6.2 Instructions for Adding Transcript Text
Analysts who need to add transcript text should see the Degree Posting Manual for instructions.

6.3 Notification of Disqualified Students
- Students will be automatically notified through a Hobson's communication when coded **DQ**. (See Appendix Section 6.3.)

6.4 Approve Disqualified Students to Graduate
- Update Graduation Status (GR) and Outcome Status (AW) after receiving notification from students that requirements are completed (for example, confirmation of transfer courses, grade change, etc.).

6.5 Students Who Need to Change Their Graduation Date

Students, who need to change their date to a future term, must notify their analyst who changes the information on SHADEGR (Degree Completion Term, Graduation Term, Graduation Year) and SHAGAPP (Graduation Term, Graduation Year). The analyst either updates SHACATT information to the appropriate term or notifies the Commencement office to update this information. Refer to "Banner Self Service Graduation Application Guidelines for Degree Analyst" for specific details ==ADD LINK TO where we put it Learning Curve==

7.0 FINAL GRADUATION LIST

Graduation analysts use the following steps to create the Final Graduation List.

- Run "SYCH022 Final_Graduation_List" for students coded **GR** for the graduation term.
- Verify that the list is correct.
- Process students who previously were disqualified and have now been approved to graduate. (See 6.4 Approve Disqualified Students to Graduate.)
- Make handwritten changes to the Final Graduation List or run "SYCH022 Final_Graduation_List" for a new copy after updates are made to SHADEGR.
- The Dean's signature is required on the final copy that is submitted to the Registrar's Office.
- Deliver the **signed** Final Graduation List to the Registrar's Office (walk over).

8.0 DEGREE EXCEPTIONS AND CORRECTIONS

After the Final Graduation List signed by the Dean has been delivered to the Registrar's Office, changes must be requested using a [Degree Certification Correction form](#) or a [Degree Certification Exception form](#). Both forms are located on the Registrar's website. Degree Certification Exception forms must be submitted for approval to the Vice Provost for Undergraduate Programs or the Vice Provost for Graduate Programs.

APPENDIX

Section 1.2 Students Not Eligible for Semester Applied
- Sent by graduation analysts to individual students or BCC to a list.
- ==Highlighted text must be updated before sending.==

Sample Text:

Your application to graduate has been received by your college. Unfortunately, according to UMdegree, you are NOT on track to graduate in ==(insert term)==. Please review the Registration Checklist in UMdegree for remaining requirements for your final semesters.

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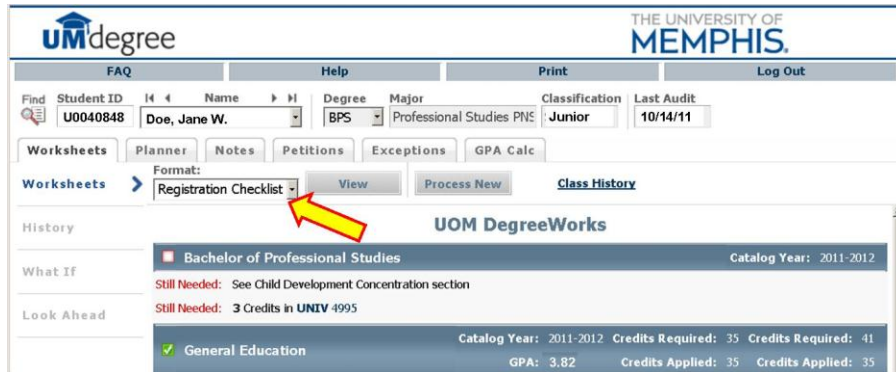
If you have transfer work that is not showing in UMdegree or if your advisor has made substitutions that might enable you to graduate in the term for which you filed, please reply immediately to this e-mail (or check with your advisor) so that UMdegree may be updated.

If you realize that you will need to graduate in a future semester, please contact me with your expected graduation term.

Section 2.0A Application for Graduation Received

- Sent automatically when a student's graduation status changes to **AP** from any other status and meets specified term.

{#First Name#},

Your application to graduate has been received by your college. According to UMdegree, you are on track to graduate. Please review the Registration Checklist in UMdegree for remaining requirements for your final semester. The courses in which you are currently enrolled must be successfully completed.

REQUIRED: PLEASE CLICK HERE TO CONFIRM THAT YOU HAVE RECEIVED THIS MESSAGE

Section 2.0B Confirmation Message of Receipt for 2.0A

Students who click "**REQUIRED: PLEASE CLICK HERE TO CONFIRM THAT YOU HAVE RECEIVED THIS MESSAGE**" are taken to the screen below. Graduation Analysts receive two weekly exports: one export lists all students who are coded **AP** who have submitted their Registration Checklist confirmation, and one export lists **new** students who have submitted their Registration Checklist confirmation in the last week.

A Bulk Edit job has been set up to erase students' Registration Checklist confirmation if their status changes from UG_GradStatus = AP to anything other than GR or if their Graduation Date changes after receiving the Application for Graduation Received e-mail.

An error has occurred and your information was not saved. Please try again.

REGISTRATION CHECKLIST CONFIRMATION FOR GRADUATION

- Sent at the beginning of the graduation term and again two weeks before ATG deadlines. (Fall/Spring/Summer – See Commencement Office website for deadlines.)
- <mark>Highlighted text must be updated before sending.</mark>

THE UNIVERSITY OF
MEMPHIS.   Dreamers. Thinkers. Doers.

Dear {#First Name#},

Congratulations on earning 85 or more hours toward graduation! It is time for you to Apply to Graduate. It's an easy, online process that's free of charge. Go to your myMemphis portal, and click on the My Degree tab and look for the Commencement and Graduation Channel for instructions.

Please follow the Steps to Graduation in the Commencement channel to submit your application before the following deadlines:

Graduation Term	Application Deadline
May 2013:	November 14, 2012
August 2013:	April 10, 2013
December 2013:	July 17, 2013

This message is intended for students who have not already applied for graduation. To confirm submission of your application to graduate, please click the "View Your Application" link on the My Degree tab, and use Step 3 to review/update your Commencement information.

Students planning to graduate in May - Please be aware and inform your guests of the ceremony backup date that will take affect if the FedEx Forum is unavailable due to the Memphis Grizzlies' Playoff schedule. For full details please visit - http://memphis.edu/commencement/specialnews.php. This only affects the May graduation ceremony.

If you have problems or questions, please check with your Graduation Analyst.

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Section 4.1 Ineligible Students

- Sent automatically when UG_GradStatus changes to Ineligible (**IE**).

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{#First Name#},

Your Registration Checklist in UMdegree has been reviewed, and you are **not** on track to graduate within the term for which you applied. Please review the Registration Checklist for courses required to complete your degree. If your remaining requirements involve transfer credit or course substitutions, please contact the graduation analyst in your college.

Contact the graduation analyst in your college before making any changes in your class schedule.

If you are unable to complete your degree requirements this semester, please contact your graduation analyst.

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- Queued at the Commencement proof deadline (contact Commencement Office, ext. 5547) to all **AP** students, then sent automatically if UG_GradStatus changes to **AP** and Graduation term = current semester.
- <mark>Highlighted text must be updated before sending.</mark>

THE UNIVERSITY OF
MEMPHIS.   **Dreamers. Thinkers. Doers.**

{#First Name#},

Your Registration Checklist in UMdegree has been reviewed, and you are on track to graduate in {#Current Semester#}.

Your name has been added to the Commencement list. You must successfully complete the classes in which you are enrolled. If you are enrolled in classes at another institution, the grades must be entered on your University of Memphis transcript (see instructions) by <mark>[Determined by Graduation Analyst]</mark> in order for your degree to be awarded.

Contact the graduation analyst in your college **before** making any changes to your class schedule.

Click here for further instructions regarding the Commencement ceremony.

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Section 6.3 Students Disqualified to Graduate

- Sent between the time that grades are finalized and the certification deadline to students with UG_GradStatus = Disqualified (**DQ**) and UG_term = the current term.
- Subject: Graduation Deficiency Status.

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{#First Name#},

Your Registration Checklist in UMdegree has been reviewed. Unfortunately, requirements for your degree program have not been completed. Therefore, your degree will not be awarded, and you will not graduate. The most common reasons for failure to complete requirements include:

GPA below required minimum, failure to meet minimum grade requirement in a course, transfer work not submitted, failing a course, having a grade of "Incomplete," "In Progress," "Unsatisfactory."

Please inform your graduation analyst **within three business days** of receipt of this message regarding your plans to satisfy your requirements or to change your graduation date.

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