Graduation Committee

Mrs. Candice Alexander
Dean Angela Boyd, Chair
Mrs. Jorsene Cooper
Dr. Isi Ero-Tolliver
Dr. Alissa Harrison,
Dr. Linda Malone-Colon
Dr. Pollie Murphy
Mr. Martin Miles
Mrs. Denise Nichols
Graduation Subcommittees

- Area I - Verification of Graduate Application Clearance
- Area II - Academics
- Area III - Student Accounts and Financial Aid
- Area IV - Effective Communication
Area I - Application for Graduation Process & Timeline

Office of the Registrar with support of University Relations & Academic Chairpersons/Advisors

- January - May 1
  2nd SEM of Jr Year
  - Students with a minimum of 90 credit hours invited to apply for graduation

- June 15 - 30
  - Registrar’s official audit of candidates

- June 30 - July 15
  - Identify eligible candidates who have NOT applied

- August 1 - 15
  - Complete and submit findings to Academic departments

- Deadline August 31
  - Post Candidates List Online
Area II - Academic Auditing and Clearance
Office of the Registrar supported by Academic Affairs

- Implement Banner Program *Degree Works*
  - Designed to assist with course planning, track program completion, and curriculum advising
  - Expected to reduce the time/steps required in the advisement and clearance process
  - Ensures accuracy and increases student’s personal responsibility for their status and standing as it relates to matriculation and graduation

*Timeline - Vice President for Technology is working with University technical support partner, Ellucian, to determine the implementation timeline*
Area II (Cont.) Academic Auditing and Clearance
Office of the Registrar supported by Academic Affairs

TBD
• Implementation of *Degree Works*

**Deadline August 30**
• Establish University-wide, standard Advisement and Clearance process
  • Establishment of timelines and deadlines identifying remaining requirements
  • Deadlines for requests of substitutions, credit by examination, removal of “I” grades, and transfer credits

**Timeline August 1 – 30**
• Department chairs receive Graduation Candidate lists by major and classifications
  • Ensure listings of Seniors by the Registrar & academic departments are aligned for use in the Fall semester to prepare Seniors for Graduation

**Deadline March 1**
• Global Substitutions
  • Recommend changes can only be made once per academic year
  • Must be submitted to the Assistant Provost for approval

**Deadline February 28**
• Audit Review Meetings
  • Registrar Office will schedule meetings with Academic Charis to discuss Audit findings
Additional Matters for Academic Review and Consideration

- Resolve ambiguity problem with regards to student minors by recommending that the monitoring of requirements by academic advisors be emphasized by Department Chairs.
- Allow access for advisees’ non-academic hold/flags well in advance of graduation in an effort to communicate other mitigating factors that may impede graduation clearance processes for students.
### Area III - Student Accounts and Financial Aid

Student Financial Aid with support of Student Accounts and the Computer Center

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<tr>
<th>Timeline August 1-31</th>
<th>Deadline September 1</th>
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<tr>
<td>▪ Request report via Office of the Registrar of Seniors with 90+ credits</td>
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<td>▪ Identify FASFA Seniors who were and were not selected for Verification by the DOE</td>
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<td>▪ For each group, establish correspondence to explain key requirements, deadlines for accepting aid, completing loan processes, and verification document submission</td>
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<tr>
<th>Timeline September 15 – October 22</th>
<th>Deadline October 25</th>
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<td>▪ Seniors complete outstanding Verification Requirements</td>
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<td>▪ Create a financial aid hold flag to prevent seniors from Pre-Registering for the Spring semester</td>
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<td>▪ Create special correspondence to Seniors who have been awarded maximum aid insufficient for financial clearance</td>
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Area IV - Effective Communication
Graduation Committee with support from University Relations

- Create “Things You Need to Know About Graduation” Link for Seniors
- Post on multiple websites
  
  **Deadline September 30**

- Identify Student leader from Senior Class to serve on Graduation Committee
  
  **Deadline September 30**

- Graduation Clearance process correspondence sent to student’s HU Email and other social media platforms
- Establish special deadline alerts for Seniors
  
  **Timeline September - May**

- Schedule 2 mandatory class meetings (Fall & Spring) to discuss Graduation Clearance Process
  
  **Timeline Fall/Spring**
Summary

- Timelines and Deadlines are just the beginning of the process to ensure successful clearance process for the 2022 Graduating Class
- Work must be continuous and productive
- An outline of specific tasks, timelines, & deadlines has been established
- Responsible units & individuals must be accountable for attention to detail and ensure the completion of all tasks.

This committee has answered the charge and is committed to improving ALL aspects of the Graduation Clearance Process.