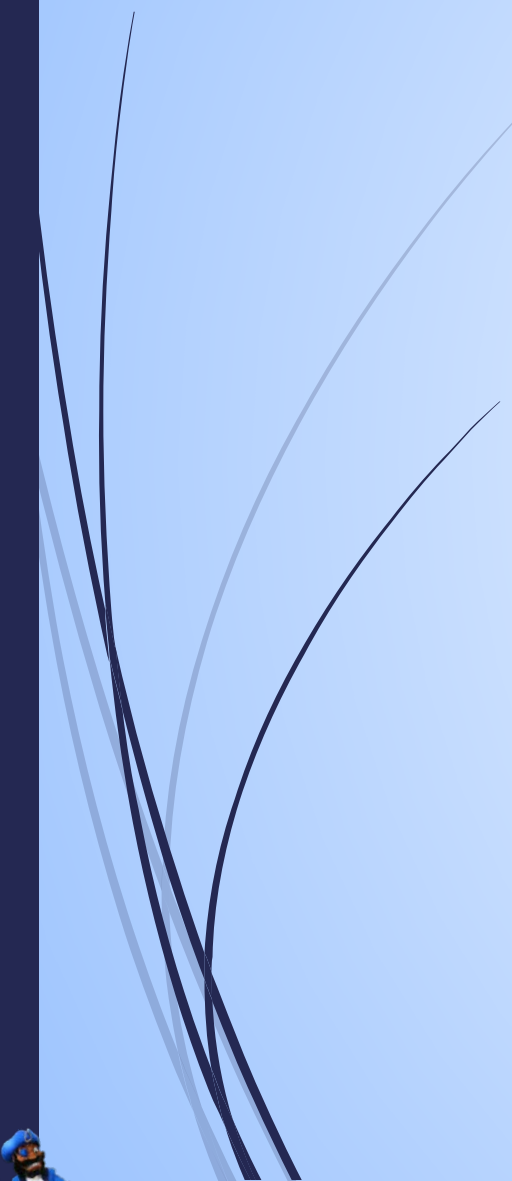


# Graduation Committee

**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





# 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





# Academic Auditing and Clearance

Office of the Registrar supported by Academic Affairs

- 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

## Timeline August 1-31 Deadline September 1

- Request report via Office of the Registrar of Seniors with 90+ credits
- Identify FASFA Seniors who were and were not selected for Verification by the DOE
- For each group, establish correspondence to explain key requirements, deadlines for accepting aid, completing loan processes, and verification document submission

## Timeline September 15 – October 22 Deadline October 25

- Seniors complete outstanding Verification Requirements
- Create a financial aid hold flag to prevent seniors from Pre-Registering for the Spring semester
- Create special correspondence to Seniors who have been awarded maximum aid insufficient for financial clearance

# 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

Deadline  
September 30

- Identify Student leader from Senior Class to serve on Graduation Committee

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

Timeline  
September - May



Timeline  
Fall/Spring

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





# 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.

