

# **CERTIFICATION OF STUDENTS FOR GRADUATION**

## **Procedures and Responsibilities**

Each student is personally responsible for knowing all requirements established for his/her degrees and for adhering to all published regulations of the University. It is the student's responsibility to learn these regulations and to satisfy his/her degree requirements. A student's advisor or counselor may not assume that responsibility. Any substitution, waiver, or exemption from any established departmental or college requirement or academic standard may be accomplished only with the recommendation of the student's dean and approval by the Executive Vice-President for Academic Affairs & Provost.

Records at each level of these procedures should contain a student's email address, current mailing address and telephone number to simplify official notifications.

Applications for graduation must be filed in the major department by the established deadline during the academic semester before the expected semester of graduation. Departmental deadlines should be set to allow sufficient time for review by the Chair and submission to the dean by the college deadline.

While signatures at each level of the review process contained in these procedures attest to signers' approval, final certification that all degree requirements have been met rests with the Registrar.

## **STUDENTS**

1. Have the responsibility to know rules and regulations of the University, College, Department, and Program and to satisfy all degree requirements.
2. Are responsible for initiation regular meetings and with their assigned advisor each academic term, over the course of their program of study at the University.
3. Should follow course sequences and prerequisites as listed in approved department, program, and college curriculum plans.
4. Are responsible for filing a properly completed and signed graduation application in the major department in the term prior to the one of expected graduation. The application must bear the signatures of the student and his/her assigned advisor.
5. Must ensure that an official record of all transfer credits has been submitted to the Office of the Registrar. All transfer credits are to be submitted to the Office of the Registrar no later than 45 days after the beginning of the following semester.

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**(CONTINUED)**

**ADVISORS**

1. Are responsible for meeting with their assigned major students on a regular basis, but at least once per academic term, over the course of the student's program of study.
2. Maintain a written record of each advisement session, signed by both the student and the advisor. This written record, which is a part of the major department's file for each student, should contain at least the information on the attached Student Advisement Form. This form, modified to show department/college specific tests/courses, is to be used by each department for each student. Uniformity of the advisement record is required.
3. The major department advisor will submit a completed academic file to the department chair, including:
  - a. Student advisement records
  - b. A copy of all official grade sheets for the student.
  - c. All records of approved course substitutions and transfer credits.
  - d. Other records as required
4. Ensure that students take courses in sequence and satisfy course prerequisites.

**DEPARTMENT CHAIRS/PROGRAM LEADERS**

1. Assign each student an advisor upon the student's entry into the department/program, and monitor the advisement process.
2. Ensure that requirements for department majors are kept current.
3. Maintain a central records file for all majors, including student advisement records, student registration forms and official grades.
4. Upon receipt of an application for graduation, completed and signed by the advisor and the student, conduct an independent review of the application to ensure compliance with all university and state requirements. Forward all applications approved by the Chair or Program Leader to the Dean of the college/school on or before the established deadline.
5. Notify, in writing, the advisor and the student of any discrepancies noted. Such discrepancies are to be resolved before forwarding the application to the dean.