

Progress Toward Degree: 90-Hour Audit (Undergraduate Graduation Application Process)

Stage I: Initiating the Process

1. The Office of the Registrar will send an email to students with 90+ hours to apply for Progress Toward Degree in self-service. The email will include clear instructions and contact information for help.
2. The student will submit their Progress Toward Degree (Graduation Application) through myUCA (Self-Service).

Stage II: Curriculum and Status Check

1. The Office of the Registrar begins review of applications with the SO (Step One) status code. The Office of the Registrar will check curriculum—major, minor, and bulletin year—and run a Forgive / Repeat Audit for duplicate work (transfer and institutional). These functions support Degree Works.
2. The Office of the Registrar will update the status from SO to ER (Error on Application) or move on to conducting the audit. The ER code means there is an error with the curriculum record. The Office of the Registrar will work with the student to resolve any error.

The status updates can be viewed in Degree Works under “Graduation Status” or in Self-Service at Academic Transcript **and** “View Application to Graduate-Undergraduate”

Stage III: 90-Hour Audit

1. The Office of the Registrar runs **Progress Toward Degree 90-hour audit** (a full audit). Notes:

If the student seems deficient in any area, the Graduation Team will search for substitutions or courses that can crossover (dual degree, double major, Degree Works error, etc.) to make sure there isn't something being overlooked.

2. The Office of the Registrar will update the status to OT (On Track) or RA (Registration Alert).

Stage IV: Communication for OT & RA

1. Office of the Registrar will email the student, advisor(s), and department chair with the Degree Works audit attached (Degree Works audit will be attached along with details about areas of deficiency if student is **Registration Alert**).

Progress Toward Degree: 120+ hour / Graduation Application

Stage I: Initiating the Process

1. The Office of the Registrar will run the Graduation Application audit in the term the student is expecting to graduate. We begin this process after the last day to add/drop for the full-term part-of term.

We will update the status to PN (Pending) if the student will meet their degree requirements with completed and in-progress courses.

We will update the status to LR (Lacking Requirements) if the student has not fulfilled all requirements.

If the student is at risk of not having a sufficient GPA (major, minor or overall), we will update the status to GP (GPA alert).

If the student has notified us that they are taking transfer courses, we will update the status to TR (Transfer Credit Needed). If there is an X grade on their record, we will update to XG (Incomplete Grade).

Stage II: Communication for PN, LR, TR, XG & GP

1. For students with PN status, the Office of the Registrar will email the PN status results to the student. The Office of the Registrar will also email commencement information (once available) to the students with PN status.
2. The Office of the Registrar will email the student, advisor(s) and department chair the student's deficiencies (LR status) in a pdf graduation audit along with a screenshot of the Degree Works.
3. Students with TR and XG are notified with the status of their graduation audit and the deadline to complete the process for that term to be considered for degree conferral. The Office of the Registrar will also email commencement information (once available).
4. Students with a GP status will be emailed along with their advisor(s) and department chair with a warning that their GPA may not be sufficient for degree conferral. The Office of the Registrar will also email commencement information (once available).

If it is determined the student will not meet requirements for the term of graduation, the Graduation Team will CN the application and submit a new one for the correct term.

Stage III: Final Degree Audit

1. The Office of the Registrar runs **120+ hr. final degree audit** (after grades roll) to determine if the student is at 100%-degree completion.
2. The Office of the Registrar will update the status to either AW (Awarded), NC (Degree Not Completed).

Students with AW will be emailed regarding the completed process and degree award.

Students with NC will be notified along with their advisor and department chair the audit results in an attachment with an explanation of the deficiencies. If the student is registered in the remaining deficiencies, the Graduation Team will submit a new app for the correct term.

If the student has a graduation application status of NC (Degree Not Completed) without future enrollment, we will inactivate the application and the student will have to reapply.

Student driven changes throughout the process

Term Change Form – If the student needs to change the graduation term and there is no change to their major or minor, they will submit the Term Change Form.

When we receive a Term Change Form, the status is updated to CN (canceled). We cancel the application to capture the history for Financial Aid and the Graduation Team resubmits an application for the correct term.

Major, Minor, Concentration, Bulletin (MMCB) Change Form - If a student submits a MMCB Change Form to add or change a major, minor, concentration or bulletin, we will make the update in Banner, inactivate the prior application and resubmit an application to the current curricula record. The application will appear as SO (Step One), and we will start the process from the beginning.