Graduation Report to University Senate - December 7, 2021
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The December 2021 graduation application filing period was from February 5, 2021 to September 3, 2021. In accordance with Senate policy, lists of baccalaureate degree candidates for December 2021 graduation have been distributed. Lists of advanced degree candidates for December 2021 graduation, as approved by the Graduate Council, have also been distributed. Each faculty member has been given the opportunity to approve or disapprove the candidates by ballot: a total of <u>18</u> ballots were received.

<u>Undergraduate Graduation Candidates</u> -

The Office of Evaluations sent three email notifications (May 11th, July 9th, and August 20th) to students with 90+ units earned or in the second bachelor's degree nursing program about the method and deadline to apply for December 2021 graduation.

Once the student submits a completed graduation application, they'll receive a notification to their SDSUid email address confirming the receipt of their application and the graduation term they've applied for. The student's graduation application is then forwarded to their assigned Graduation Advisor in the Office of Evaluations who'll review their academic record, assess their remaining degree requirements, and prepare their graduation evaluation using the SIMS student information system, uAchieve degree audit reporting system, and OnBase document management system. Once the student's graduation evaluation is completed, the Graduation Advisor will email them of their outstanding degree requirements. The student may then work with their Graduation Advisor if they have any inquiries about their graduation evaluation or progress towards their bachelor's degree completion.

After September 3, 2021 and by December 30, 2021 (i.e. official last day of the Fall 2021 semester), a student who has a serious and compelling reason may request to submit a late December 2021 undergraduate graduation application by contacting the Graduation Advisor that oversees their primary major in the Office of Evaluations. The Graduation Advisor will assess if the student's request is appropriate (e.g. degree evaluation shows they're in their final semester's classes required to complete the bachelor's degree) and inform them of the next steps regarding the graduation application process. For example, they're eligible to submit a late December 2021 undergraduate graduation application packet. Once the student's completed packet is received, the assigned Graduation Advisor will review and prepare their graduation evaluation using the same systems mentioned above and afterwards, email them of their outstanding degree requirements. The student may continue to work with their Graduation Advisor if they have any questions about their graduation evaluation or progress towards their bachelor's degree completion.

After the Fall 2021 semester ends and the Office of the Registrar has completed the certification of Fall 2021 grades, the Office of Evaluations will run their auto-graduation job. Provided the student has met all graduation requirements between the SIMS student information system and uAchieve degree evaluation, their December 2021 bachelor's degree will be posted to their SDSU transcript. All students will receive a notification to their SDSUid email address regarding their graduation status (i.e. graduated, pending, or cancelled) with the university by the middle

of the second week of January 2022. For the students with the pending or cancelled graduation status, the Graduation Advisors will continue to connect with them regarding the next steps in order for them to successfully complete their bachelor's degree requirements.

Graduate Graduation Candidates -

Graduate Studies makes several attempts to notify graduate students of upcoming applications for graduation deadlines. Graduate Studies sent two email notifications to students on August 26, 2021 and September 1, 2021. Graduate programs on average range from 30 to 60 units and therefore email notifications begin going out as early as students being enrolled in 21 units. The email notification provides students with the deadline to apply for December 2021 graduation, fee, commencement information, and mailing address information. An announcement was posted on Canvas on August 4, 2021 with the same information that is sent out as part of the application to graduate email. Application for graduation deadlines are included on the announcement section and the deadline flyer located on the Graduate Studies website. This information was available on our website as of June 23, 2021. An announcement notice was also placed on the glass bulletin board outside the Graduate Studies office in early August. Lastly, an announcement is sent to graduate advisors/directors as part of the graduate advisor email notice that is sent by the Associate/Assistant Dean of Graduate Studies.

Graduate Studies continued to receive late applications for gradation several months after the original application deadline. Graduate Studies set an October 1, 2021 deadline for students that had missed the original September 3, 2021 deadline. This allowed students to apply late with an additional late fee.

Graduation Evaluations were generated for students that applied to graduate by the original application deadline of September 3, 2021 and the late application deadline of October 1, 2021. The "Graduation Evaluation" job is a bulk process that generates individualized PDF's for applicants. The assigned Graduate Evaluator will review the student's record and verify remaining degree requirements. The Graduate Evaluators will make necessary comments on the student's graduation evaluation or make necessary adjustments to the student's individualized record. Once the student's graduation evaluation was completed, Graduate Studies emailed students their Graduation Evaluation. The Graduation Evaluation outlined a student's outstanding degree requirements and deadlines by when those requirements needed to be completed. Students are advised to contact our office or work with their Graduation Advisor if they have any inquiries about their graduation evaluation or progress towards the completion of their degree.

Our office continued to work with students that missed both the September 3, 2021 and October 1, 2021 deadlines and even after graduation evaluations were sent out. The deadline for students needing to petition to apply for graduation was set for November 5, 2021. Students petitioning to apply late for graduation were required to petition to Graduate Studies and include a letter of support from the graduate advisor outlining the students remaining requirements, if any, and the timeframe they will be completed. This provides Graduate Studies information as to specific department deadlines needing to be completed in order for the student

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to qualify for graduation. Additionally, this will assist with determining if it is appropriate that the student apply to graduate or defer graduation an additional semester due to outstanding degree requirements. If a student is on track to complete their degree requirement by the end of the term their petition for late graduation is approved. Students that were approved to apply late were required to submit an application for graduation and pay the application fee, along with the late fee, no later than November 5, 2021 so that the student's name could be included in the Ballot and Senate lists that were sent out that same day. It is worth noting that at this time our office has not had any inquiries from students trying to graduate after having missed the November 5, 2021 deadline.

After the Fall 2021 semester ends and the Office of the Registrar has completed end of term verification, Graduate Studies will run their auto-graduation job. Provided the student has met all graduation requirements their December 2021 degree will be posted to their SDSU transcript. The exception to this are Joint Doctoral Students as our office is required to consult with our joint partners at the end of the joint campus' term that a student is eligible for graduation. All students will receive a notification to their SDSUid email address notifying them when their diploma has been mailed out and to what address it was sent to.   For students that are not eligible for graduation Graduate Studies will email the student a cancellation notification. The Graduation Cancellation Notice provides the student with the specific reason as to why their graduation was cancelled. Students are encouraged to contact our office or their Graduate Advisor to discuss necessary steps to remediate outstanding degree requirements. Graduation Cancellation Notices are sent out within two to three weeks after the end of the semester. Students that have their graduation cancelled will automatically be re-evaluated for graduation for the subsequent term.

Overall Graduation Candidates -

A summary of the students who applied for December 2021 graduation is available here.