



Graduation: Advisors and Office of the Registrar

Tom Watts

Laura Leong

June 11, 2016 – 146th OSU Commencement

September 17, 2015 – 1st Advisor Shadowing with Office of the Registrar

- How we partner for graduation
- Responsibilities – intersecting for best results
 - Calendar – when things happen and why
 - Degree clearance – award, review, or cancel
 - Petitions – we have a form for that
- Spring term – you say diploma, we say degree
 - Useful information

Partnership

Students
Colleges (Advisors)
and
Office of the Registrar (OtR)

Partnership to ...

- Identify the Population (Applicants to Graduate)
- Provide Ongoing Status (Week 10, 0, 3, and 8 reports)
- Identify Issues Early On
- Prepare for OtR Final Degree Clearance

Responsibilities

- Office of the Registrar
 - Minimum Credits
 - 2.00 Minimum OSU Cumulative GPA
 - Academic Residency
 - Upper Division Credits
 - Foreign Language Admission Requirement
- Advisors
 - Major / Minor / Option requirements
 - Baccalaureate Core

Calendar and Communications

- Advisor Reports – Status and Deficiencies
 - Week 10 and 0 (prior terms – status for applicants, based on initial term registration)
 - Week 3 (based on add/drop deadlines and graduation application (Wk 3))
 - Week 8 (based on withdraw, S/U deadline)
- Holds are entered and removed to reflect registration, exceptions, and course completion
- Weeks 10 and 0 – students are emailed to alert them of deficiencies
- After Week 3 reports, advisors review and enter exceptions
- Repeats (3rd attempt and MyDegrees, OtR reports)
- Calendar and Communication
 - <http://oregonstate.edu/registrar/degree-clearance-0>
 - Apply for Graduation and Application Deadlines

Completion

- Advisor Reports
 - Pre-Clearance
- Degree Clearance
 - Begin after submission of final grades
 - Complete within a 3-4 week window
 - Clearance, Cancellation, or Under Review
- Under Review and Late Awards
 - Transfer Work
 - Incompletes (must be complete by last day of the term – Friday of Finals Week)
 - Exceptions, or other Advisor Review

Late Awards, Statements of Degree

- Late Awards – Under Review status

Advisors and/or OtR address issues and clear degrees, where appropriate

- Statements of Degree –

from start of degree clearance process, to posting of degrees to students' transcripts

Petitions

- Petition for Late Application to Graduate
 - Rationale is to allow students to graduate as soon as possible
 - Required advisor support allows for conversation about graduation
 - Awarding for prior terms?

Spring Term

- Diplomas / Degrees
- Commencement / Degree Award

Useful Information

Earning A Degree at Oregon State University (General Catalog information) --

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=6>Advising and Degree Audit

Academic Regulations – AR 25(i) and AR 28

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75>

OtR Graduation --

<http://oregonstate.edu/registrar/graduation>