

Degree Clearance Process

Student

- Verify academic program (curriculum) is correct
- Adjust academic program (curriculum) for Degree, Major, option and minors at the Registrar's office.
- Verify Transfer Work has been sent to Admissions
- Apply to Graduate

Advisor

- Select Students by Graduation term
- Review audit for Accuracy and completeness
- Notify Students if curriculum change is needed (i.e. add a minor)
- Create Substitutions and exceptions for Major, Option, Minor or Bacc Core for area of responsibility
- Create Checklist Notes for Registrars (DEGR1, DEGR2, DEGR3)
- Goal is completed Degree Checklist

Registrar Degree Clearance

- Select students by Graduation Term
- Review University Degree Requirements
- Review Checklist Notes from Advisors (DEGR1, DEGR2, DEGR3)
- Clear exceptions as necessary

After Grades are Posted

- Re-run Degree Audits for most current Degree Checklist without current or future registration.
- Review Audits for completeness and Checklist Notes from Advisors
- Produce PDF of Final Audit for storage in NOLIJ
- Award Degrees