

Replaced by
language in UC 9233 075

Graduation Application and Self-Service (Expected Graduation Term)
(Reference #7)

Issue: UH wants students to be able to apply to graduate through self-service for the current and/or multiple future semesters. PeopleSoft requires a field called "*Expected Graduation Term*" to match the semester in which a student applies to graduate. If the two don't match, the system will not allow the student to apply. Any modification to automate the population of the field when a student applies to graduate will not occur until some time after implementation.

Recommended Option:

Require that applicant to graduate must contact an advisor/UH staff who will determine the student's eligibility to graduate and will populate *Expected Graduation Term*. Populating this field unlocks the "Application to Graduate" in self-service for the student.

Discussion of Recommended option:

Advantages –

- More timely student contact with advisors will enable more students to graduate on time.
- Students who work toward fulfilling the "Graduation Pledge" will already be seeing their advisor at least annually.

Disadvantages –

- In spite of following the recommended option, students will still manage to apply to graduate before they are eligible and to cause unnecessary paperwork for staff.

Other options considered:

- Based upon the student's actual request for current or future semester, modify the PS Self-Service "Application to Graduate" process to auto-populate the *Expected Graduation Term* field.
- Require that student apply to graduate only through an advisor, who must determine student's eligibility to graduate. Advisor would populate the *Expected Graduation Term* field and enter the application detail. This eliminates the use of self-service "Application to Graduate".

Executive Summary:**7. Graduation Application and Self-Service (Expected Graduation Term)**

Premise: UH wants students to be able to apply to graduate through self service for the current and/or multiple future semesters.

Impact: 4500 students applied to graduate in the Spring 2006 semester.

Options:

- 1. Based upon the student's actual request for current or future semester, modify the PS Self-Service "application to graduate" process to populate the *Expected Graduation Term*.**
- 2. Require that applicant to graduate must contact an advisor/UH Staff who determines the student's eligibility to graduate and then populates *Expected Graduation Term*; populating this field unlocks the Application to Graduate in self-service for the student.**
- 3. Require that student apply to graduate only through an advisor, who must determine student's eligibility to graduate. Advisor would populate the *Expected Graduation Term* and enter the application detail. This eliminates the use of self-service application to graduate.**

Recommend Option 2**Discussion:****Option 2:**

Negative: will most likely continue production of unnecessary paperwork and may increase the number of "ineligibility surprises".

Positive: promotes the possibility that advisors and students will interact on eligibility to graduate

7. Graduation Application and Self-Service (Expected Graduation Term) (Discussion)

Premises: UH wants students to be able to apply to graduate through self-service for current and/or multiple future semesters. PS Self Service requires that the *Expected Graduation Term* field in the program/plan (major/degree) record of any student who applies to graduate must match the semester in which the student applies. Populating this field requires guesswork, for the graduation term is a moving target.

- Conversion data: *Expected Graduation Term* was not populated in converted records
- Post Go Live:
 - *Expected Graduation Term* can be populated at the point of Admission (theoretical) or by an Academic Advisor as a result of an academic progress review
 - The *Expected Graduation Term* field must be adjusted when a student has to re-apply to graduate
 - Students may not apply to graduate for multiple terms (and we would not recommend any modification to allow multiple term applications; a mod would be too costly)

Impact: 4500 students applied to graduate in the Spring 2006 semester.

Options:

1. Based upon the student's actual request for current or future semester, modify the PS Self-Service "application to graduate" process to populate the *Expected Graduation Term*.

Negative: Additional modification needed for go-live, continues high population of graduation candidates who may not be eligible

Positive: Less impact to advising community

2. Require that applicant to graduate must contact an advisor/UH Staff who determines the student's eligibility to graduate and then populates *Expected Graduation Term*; populating this field unlocks the Application to Graduate in self-service for the student.

Negative: will most likely continue production of unnecessary paperwork and may increase the number of "ineligibility surprises".

Positive: promotes the possibility that advisors and students will interact on eligibility to graduate

3. Require that student apply to graduate only through an advisor, who must determine student's eligibility to graduate. Advisor would populate the *Expected Graduation Term* and enter the application detail. This eliminates the use of self-service application to graduate.

Negative: Increases Academic Advisors' workload

Positive: Encourages advisors to be proactive in analyzing students' eligibility to graduate, which would eliminate students' "ineligibility surprises" (which frequently become issues for the Provost's office).

Recommend Option 2**Discussion:**

Each UH college handles the graduation analysis process in a slightly different manner. Although colleges can run applicant reports at any time to determine who has applied in a given semester, colleges and advisors are usually unaware that a student has applied to graduate until they receive "graduation analyst" forms from RAR.

Analyzing degree eligibility is exacting and manual, even when electronic advising aids, e.g., "academic audit", are used. The current process may include a) a preliminary review at the beginning of the semester, and/or b) a final review with three or more levels (department, college, RAR) of validation before a student can be either approved or disapproved to receive a degree. The entire process may require six to eight weeks from the closing date of the semester; and this delay impacts UH faculty, staff, and potential alumni and the employers of our potential alumni.

Permitting any and all to apply at will floods UH advisors with paper. What percentage of the 4500 graduation applicants were ineligible to graduate and should have waited to apply in a future semester?

Students who want to apply for a prior semester must be required always, to process the request through their academic advisor.