

Approved by the Faculty Senate, March 20, 2014

FS 13/14-81/APC/EX

**Students Not Applying for Graduation Who Have Completed
Baccalaureate Degree Requirements Policy and Procedures,
Revision Of**

The Faculty Senate recommends revision of the Students Not Applying for Graduation Who Have Completed Baccalaureate Degree Requirements Policy and Procedures, effective one month after the policy has been approved by the President.

1. Institutes an explicit policy and procedure for practices that have existed as a result of Title 5.
2. Introduces clear faculty involvement in the process.

Students Not Applying for Graduation who have Completed Degree Requirements Policy

This policy is to facilitate the graduation of students who have fulfilled requirements for their degree but have not yet applied for graduation, as determined by California Education Code Title 5 Section 40411, which states, The president of each campus may preclude any student from enrolling in any additional state-supported courses when that student has met all necessary requirements for the degree for which that student is matriculated, and may take the actions necessary to confer the degree.

Procedures

I. Identification

- A. Staff from the Registrar's Office and IRT will continue to provide reports to colleges and academic departments identifying undergraduate students who have earned more than 135 units but who have not applied to graduate.
- B. The Registrar's Office will identify any and all majors and minors for which that student has formally applied.
- C. Deans and chairs in the colleges and departments will identify students who appear eligible to graduate based on academic program requirements.
- D. Students will be required to meet with Department Advisors of all affiliated departments to discuss reasons why the student has not applied to graduate, considering all academic and post-baccalaureate career goals.
- E. Based on the discussion, each department advisor will make a recommendation to their Department Chair about whether or not to proceed with the degree conferral process described here.
 1. If a degree conferral is not recommended, the advisor needs to establish and monitor a plan to graduation with the student.
- F. Department Chairs will review the recommendation of the advisor, including proposed graduation plans and forward this information to their College Dean.

- G. College Deans, after considering the chair's Department's recommendation and deciding whether or not to proceed with the degree conferral process, will provide information on students who appear eligible to graduate to the Associate Registrar.
- H. If the recommendations from departments are in disagreement, all supporting information and materials will be submitted to the Provost or Provost's designee to make the final determination.

II. Degree Evaluation

- A. After receiving a recommendation from a Dean that a degree should be awarded, degree evaluations staff will confirm whether the student is eligible to graduate in at least one undergraduate major. Information on eligible students will be provided to the University Registrar.
- B. Staff in the Registrar's Office will contact the students found eligible to graduate and ask them to submit an Application for Graduation.

III. Approval

- A. The Registrar will send a memorandum to the Provost and Vice President for Academic Affairs and the Vice President for Planning, Enrollment Management and Student Affairs recommending degree conferral for eligible students (including information on the student's academic program and target semester for degree conferral).
- B. The Provost and Vice President for Academic Affairs and the Vice President for Planning, Enrollment Management and Student Affairs, acting as Presidential designees, will jointly consider approval of degree conferral for identified students and provide their decisions to the University Registrar. In the event of a disagreement between them, the Provost shall make the decision about whether or not to confer the degree.
- C. The Registrar, upon receiving approval for degree conferral, will instruct degree evaluations staff to confer degrees for approved students.

IV. Degree Conferral

- A. The Registrar will send a formal notification to each approved student regarding the degree conferral.
 - 1. Students who have submitted an Application for Graduation will receive information on when to expect their diploma and options for participating in commencement.
 - 2. Students who have not submitted an Application for Graduation will be informed that the University has determined that they are eligible to graduate and that their degree is being conferred and will appear on their official academic transcript. Students will also be offered the option to receive their diploma and participate in commencement by submitting an Application of Graduation and paying the associated fee.
- B. Degree Evaluations staff will order diplomas for approved students who have paid the Application for Graduation fee.

Carried.