Application for Graduation (AFG) and Degree Management System (DMS)

THIS GUIDE EXPLAINS THE APPLICATION FOR GRADUATION AND THE DEGREE MANAGEMENT SYSTEM. GRADUATE DIVISION PROGRAMS WILL USE BOTH PROCESSES. PROFESSIONAL SCHOOLS WILL USE ONLY THE DEGREE MANAGEMENT SYSTEM.

Application for Graduation (AFG) and Degree Management System (DMS)

Application for Graduation

The purpose of the AFG is to:

- Allow students in the Graduate Division to initiate conversations regarding graduation
- Provide real-time checks for a variety of core degree requirements and allow students to see high-level requirements
- Approve the degree list online

Overview

The AFG, available only to students in Graduate Division programs, will allow students to proactively apply for graduation during their last term at UCSF. If students are eligible, they will automatically be moved to the degree list for that quarter. On the application, students will see a variety of program-specific data points that must be satisfied to allow them to move to the degree list, such as courses still requiring grades, minimum GPA, and final exam requirements (i.e., comprehensive exam and thesis/dissertation approval), if applicable. Although the system will not replace the degree audits that each program must still perform before approving the student for graduation, the AFG will allow for at-a-glance assessments of many elements that must be resolved before the student can move to the degree list.

If certain conditions still need to be satisfied, such as grades in the final term, completion of final exams, or submission of a dissertation, the AFG will highlight the conditional requirement and give students real-time information indicating if they can move forward or if further intervention is required.

Features

The application will present students with various high-level degree requirements organized by the students' status toward meeting those requirements. The three possible statuses are:

- **Requirements Not Satisfied:** Students cannot apply for graduation if any requirements appear as not satisfied.
- **In-Progress/Needs Attention:** Most students will fall directly into this status category. Although the requirements may not be satisfied at the time of application, we expect that students will meet these requirements as they progress through their last quarter at UCSF, and students can apply for graduation while their completion of these requirements is pending.
- **Requirements Satisfied:** Requirements in this status have been satisfied as of the application date.

The statuses are dynamic and will continually update as actions occur throughout the student's last quarter (i.e., as grades are submitted, GPA is updated, holds are applied, thesis/dissertation is submitted, etc.).

Timeline and Workflow

Student Initiation

Students should apply for graduation **early** during their last term at UCSF, preferably starting at the end of the second week of any term of instruction. To initiate the application, students will navigate to *Study List & Grades > Graduation Application* within their Student Portal.

Application Workflow

After students submit, their application will enter a "Verifying Requirements" stage until all requirements have been satisfied at the close of the quarter. If all requirements are still met, the student will move to the Degree Management System.

Cancellation

Students can cancel their application at any time by navigating to their application status page and clicking "Cancel Graduation Application".

Curriculum Administrators

Graduate Division curriculum administrators who have access to the staff portal are able to view a student's application progress by navigating to the student's record in the New Staff Portal and clicking on *Enrollment > Graduation Application*. There, they will see a comprehensive dashboard displaying all relevant approval queues. After the application has been approved, a progression event will be added to the student's record.

Application Requirements

The application checks for the following requirements:

- **For all Graduate Division students:**
    - Expected graduation term is set to the current term
    - Minimum GPA (3.0, unless otherwise noted by the program, taken from the DMS)
    - Admission Credential on file
    - No enrollment in a future term
    - Current fee status (for informational purposes only)
    - Grades (no provisional grades)
    - Active holds
- **Master's Requirements**
    - Thesis Requirements (if applicable)
        - *Intent to Submit Master's Thesis* petition approved
        - Approved thesis title page submitted
        - Thesis approved
    - Exam Requirements (if applicable)
        - Favorable comprehensive exam score
- **PhD Requirements** (must first be advanced to candidacy)
    - Dissertation Requirements
        - Graduate Exit Survey submitted
        - Survey of Earned Doctorates submitted
        - Approved dissertation title page submitted

- ▪ Dissertation approved
- **MS to PhD Requirements**
  - o Pass qualifying exam
  - o Advanced to candidacy

Application Blocks

The following items will block a student from submitting a graduation application:

- Expected graduation term does not equal the current term
- Missing admission credential
- Registered courses in a future term
- **Additionally for PhD Students:**
  - o PhD students must be advanced to candidacy before the graduation application link becomes available.

Communication

In order to keep students and programs informed, automated communication has been developed, which will trigger during predetermined times throughout the term and while the application is active.

- **Two weeks after quarter begins**: Students whose expected graduation term equals the current term will be notified via email and asked to apply for graduation or move their expected graduation term to a future term.
- **Application submission**: Both the student and the curriculum administrator receive a confirmation email upon submission of the graduation application.
- **Cancellation**: Both the student and the curriculum administrator are notified after the student cancels the application.
- **Degree conferral**: Students will be notified that their degree has been conferred and that they may request a final transcript.

Degree Management System

The purpose of the DMS is to:

- Provide real-time checks for a variety of core degree requirements
- Facilitate approval workflow congruent with each school's existing processes
- Allow individual conferral approvals and streamline the handling of exceptions
- Approve the degree list online
- Automatically post approved degrees as early as possible

Overview

The DMS will present to program administrators all students who have an expected degree term for the current cycle. Also displayed will be a variety of program-specific data points that must be satisfied to allow conferral, such as courses still requiring grades, current GPA, and minimum unit totals. Although the system will not replace the degree audits that each program must perform, the DMS will allow for at-a-glance assessments of many elements that must be resolved before a conferral can be approved.

Program administrators will advance qualified students to the term's degree list. If certain conditions still need to be satisfied, such as grades in the final term, the DMS will highlight the conditional nature of the approval and yet still allow the conditional approval to move forward in the approval queue.

Each school will have an approval workflow consistent with current practice:

School of Dentistry: Primary administrator(s) > Dean
School of Medicine: Primary administrator(s) > Dean > Faculty Council Chair
School of Pharmacy: Primary administrator(s) > Faculty Council Chair > Dean
School of Nursing and Graduate Division: Primary administrator(s) > Graduate Division Dean

In addition to the editorial and approval roles cited above, each program can provide "view" access to colleagues with oversight roles.

Features

The system will present users with different queues that reflect the status of each student who is a candidate for graduation in either the just-concluded term or the current term:

Exceptions: Students needing additional review due to insufficient units, low GPA, failing grades, etc.

Degree Candidates: Students with no graduation impediments for their selected graduation term.

Pending Faculty Chair Approval: Required for MD and PharmD degrees.

Pending Dean Approval: Required for all degree and certificate conferrals.

Pending Registrar Review: Final review of approved candidates by the Office of the Registrar.

Pending Degree Posting: Fully approved and reviewed candidates awaiting final grade submissions (or awaiting daily system task to confer degree).
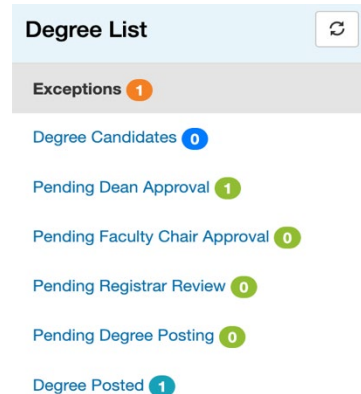
Degree Posted: Students whose degree or certificate has been posted in the selected term.

Roles and Workflow

"Degree List" filter

Users who oversee more than one curriculum can manage records using the Degree List filter. Users overseeing one to five curricula will see all curricula by default, but they can use this filter to limit the curricula in view.

Users who oversee more than five curricula will, by default, see no students at all. Those users must select specific curricula to view using the "Degree List" filter. Currently, only a few users in the Graduate Division fit this scenario. Since the DMS retrieves a large amount of data, querying fewer records will improve response time; the degree list filter can aid in reducing the number of records being pulled.

Degree List ⟳

Exceptions **1**

Degree Candidates **0**

Pending Dean Approval **1**

Pending Faculty Chair Approval **0**

Pending Registrar Review **0**

Pending Degree Posting **0**

Degree Posted **1**

Curriculum Administrators

The designated administrator(s) in charge of degree audits for each academic program will be presented with a list of candidates. If all program requirements have been completed or are in progress, including requirements not tracked by the DMS (such as completion of all required courses), the administrator can approve the candidacy. This approval will forward the record in the workflow. Students approved to advance will appear in a daily digest for the next person in the workflow. Ungraded courses in the final term are not an obstacle to approval, but grades will need to be submitted before the degree will post. Students without system-tracked obstacles will appear in the "Degree Candidates" queue.

"Exceptions" Queue

Students with an expected graduation term of the prior or current term but who have impediments to graduation will appear in the exceptions queue.

Several aspects of a student's record are mandatory for degree conferral, including the presence of an admission credential and the removal of all provisional and in-progress grades. Additionally, students in the Graduate Division must apply for graduation via the student portal before they can appear in the "Degree Candidates" queue.

Only three required degree requirements tracked by the DMS are eligible for waivers: Total units enrolled, GPA (for programs that require a minimum GPA), and F, NP, or U grades (depending on the program). If, for a particular student, these elements do not warrant a waiver, the student's expected degree term should be changed to a future term. If, however, the student's program believes that a waiver is warranted, the subsequent approver will see the suggested waiver and would need to approve it prior to approving conferral.

Exceptions

Student	Curriculum	Degree Obj.	Degree Expected Term	Last Term Enrolled	Admission Date	Total Units Enrolled	GPA	Course In Session ⓘ	Un-satisfied Course ⓘ	Admission Credential ⓘ	
Test Student 1	5063	PhD	FA22	FA22	9-13-2017	*1*	*0.00*	-	-	*Need Admission Credential*	
Test Student 2	5063	PhD	FA22	FA22	9-13-2017	*39.5*	*2.66*	-	-	UNIVERSITY OF TORONTO	Override

In the examples above, Test Student 1 is ineligible for a waiver because a non-waivable element of the record, the admission credential, is missing. Test Student 2 is eligible for a waiver since the only problem elements are GPA and total units enrolled. Clicking the "Override" button produces this action screen:

Degree List - Exception Override ✕

Test Student 2	
Curriculum	5063
Degree Obj.	PhD
Degree Expected Term	FA22
Last Term Enrolled	FA22
Admission Date	9-13-2017
Total Units Enrolled	*39.5*
GPA	*2.66*
Course In Session	-
Un-satisfied Course	-
Admission Credential	UNIVERSITY OF TORONTO
OC Course* ⓘ	○ Has Course ○ No Course
Comments* ⓘ	Please enter required comments

Submitting this blanket form will override all *highlighted* exceptions. If one or more exceptions are not to be overridden, wait for those exceptions to clear prior to submitting any overrides.

Submit   Cancel

After adding a comment, which will clarify why a waiver is being requested, click "Submit." The student then advances to the next stage in the approval workflow, bypassing the "Degree Candidates" queue. Students approved to advance will appear in a daily digest for the next person in the workflow. Note that the waiver function waives all waivable elements (if more than one has not been met); if one or more waivable elements are not to be waived, a waiver should not be submitted until the elements that do not warrant a waiver have been addressed.

Special Note on U, NP, and F Waivers: If a student has one or more U, NP, or F grades, the waiver function will not allow a submission until all grades have been recorded.

Special Note on GPA Waivers: GPA requirements (which are currently used only by Graduate Division programs) should be waived only in rare situations and after discussion with the Graduate Dean's office. A waiver can be entered only after all grades have been recorded.

Note: the values used to validate "Total Units Enrolled" and "GPA" are determined by each academic program. If the value used by the DMS for your program(s) requires an update, please alert the Office of the Registrar.

"Degree Candidates" Queue

Students who have a target expected degree term indicated in their record, and have no system-recognized obstacle to conferral, will appear in the "Degree Candidates" queue. Depending on the student's program, there may be selection boxes that require action before an approval can or should be recorded. Examples:

- **Off Campus Course (OC)**: Joint programs need to indicate whether courses taken in the graduation term at the partner institution need to be added to the transcript. Indicating that off-campus courses are expected will prevent the degree from posting until those courses post to the transcript.
- **Designated Emphasis (DE)**: Programs offering DEs need to confirm or correct this element.
- **Distinction**: The distinction should be selected for qualifying MD graduates.

If a student appears in the "Degree Candidates" queue, and an audit of degree requirements not tracked by the DMS is clear (e.g., all required courses have been taken and passed), a program administrator would select "Approved" to advance the student to the next queue. Students approved to advance will appear in a daily digest for the next person in the workflow.

If, after approving a student, an administrator needs to rescind the approval, the administrator can select the queue to which the student has advanced and select "remove." Only individuals in the administrator role can rescind approvals. For Graduate Division students, rescinding approval will also trigger a denial of the student's Application for Graduation.

"Pending Dean Approval" and "Pending Faculty Chair Approval"

Depending on the school, students approved by the curriculum administrator need one or two final approvals prior to conferral. Here is what each school requires and the order of the workflow:

> **Graduate Division:** Graduate Division Dean
> **School of Dentistry:** Dean
> **School of Medicine:** Dean > Faculty Council Chair
> **School of Nursing:** Graduate Division Dean
> **School of Pharmacy:** Faculty Council Chair > Dean

Whether there is one step or two, the task for this reviewer is the same: review the students that have been approved by each program and approve if appropriate. If a waiver has been used to advance a student, the waiver must be approved as a preliminary step. For the School of Medicine and the School

of Pharmacy, which have two-step approvals, students approved to advance will appear in a daily digest for the next approver in the workflow.

Professional students (DDS, MD, and PharmD) who have been fully approved will advance to the "Pending Registrar" queue. Fully approved Graduate Division students will advance to the "Pending Registrar" queue, but advancement past the "Pending Registrar" queue will be possible only after all progression events tracked by the AFG have been completed.

If a dean or Faculty Council chair determines that approval is not warranted, the dean or Faculty Council chair should contact the program administrator to request that the student be removed from the list. Removed students would revert to the "Degree Candidates" or "Exceptions" queue, depending on the individual student's situation. To remove a student from the DMS altogether, the administrator should edit the student's expected graduation term via the Staff Portal.

"Pending Registrar" Queue

This queue creates a final opportunity for experienced analysts in the Office of the Registrar to proof approved conferrals prior to completing the workflow. This review allows the Office of the Registrar to review performance of the system and prospective degree conferrals.

After the Office of the Registrar reviews conferral candidates, all candidates without issues will be approved for conferral. If all grades have been reported, conferral will occur with the running of the daily system task. Students with grades still pending would advance to the next queue.

"Pending Degree Posting" Queue

Students advance to this queue if their conferral has been approved but final grades remain unsubmitted in their graduation term. Once all grades have been reported, and no grading issues are detected by the daily system task, the degree or certificate will be conferred. If the daily system task encounters a grade submission that conflicts with conferral, the student will be transferred to the "Exceptions" queue for review (and Graduate Division students will need to reapply for graduation in the AFG).

Note that degrees can be posted prior to the student's conferral (graduation) date. Students who are on filing fee status or taking courses that can be graded prior to the end of the term may appreciate this early degree posting.