APPROVED JAN 2 4 2007

TO: Joel Bloom, Chair
          Undergraduate Council

FROM: Rebecca Achée Thornton
          Academic Policies and Procedures Committee

SUBJECT   **PeopleSoft issues:**
          UC 8891 06F – Graduation Application and Self-Service

DATE: November 7, 2006

The Academic Policies and Procedures Committee met Wednesday October 4, 2006.   Committee members present: Lane Gauthier, Charles Peters, Maria Solino, William Munson, William Chernish and Rebecca Achée Thornton. Cassandra Heavrin and Libby Barlow attended as guests.

UC 8891 06F – Graduation Application and Self-Service

One of the goals for PeopleSoft at UH is for students to be able to apply for graduation on-line (self-service). The program currently 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.

To resolve this issue, the following has been proposed:

- Require that the graduation applicant contact an advisor who will determine the student's eligibility to graduate and will then populate the "Expected Graduation Term" field. This will unlock the "Application to Graduate" option in self-service for the student.

In order to communicate this requirement to students, the following should appear on page 78 in the Undergraduate Catalog (changes indicated in bold type):

Graduation Application

Degrees are not awarded automatically upon completion of scholastic requirements. To be considered a candidate for a degree, **students must first contact their Academic Advisor to confirm eligibility to graduate and register their intended graduation semester. Information for degree candidates can be found at http://www.uh.edu/enroll/rar/graduation information.html.**

Once the Academic Advisor has registered the expected graduation term, students must submit an application for graduation via the web at www.stu.uh.edu/uoh/newmenusys/intro.jsp , by faxing an application to (713) 743-9050, by mailing an application to: University of Houston, Office of Registration and Academic Records, 102 E. Cullen Building, Houston, Texas 77204-2027, or by making a request in person to the Registrar's Office in room 128 of the UH Welcome Center.

Candidates for graduation, previously disapproved, **must first contact their Academic Advisor to confirm eligibility to graduate and reapply in the intended graduation semester.**

Applications should be filed either the semester prior to or the semester in which students plan to graduate. **Students should consult the UH academic calendar at http://www.uh.edu/academics/catalog/general/academic_calendar.html for application deadlines.** *Note*: Some colleges do not accept applications after the semester deadline.

Diplomas will be mailed within four to six weeks following the closing day of the semester of graduation.

It is hoped that this policy will improve student contact with advisors and will enable more students to graduate on time. The committee recommends approval of this proposal.