

Academic Senate Lists & Graduation Preparation

THE CATHOLIC
UNIVERSITY
OF AMERICA



Office of
Enrollment Services

Agenda

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- Preparation
- Formatting
- Name of Record
- Changes to Approved List
- Retroactive Degree Conferrals
- Latin Honors
- Certificates
- Diploma Review

Definitions

- Academic Senate
 - The University's academic governing body
 - Ensures compliance with the University's academic policies
 - Members: President, Provost, School Deans, University Administrative Officials, Graduate & Undergraduate Student Representatives, Elected Faculty Delegates
- Graduation List
 - The official record of degrees awarded in a conferral term submitted by each school to the Academic Senate for approval.
 - 3 degree conferrals / academic year: summer (October), fall (January), spring (May)
 - Students whose primary plan is a certificate are **not** included on the list.

Preparation

- Responsibility of staff and faculty administrators in School Dean's Offices
- Who should be included?
 - Students who have completed all degree requirements by the end of the current semester (Query: 9_SR_ACADEMIC_SENATE_PREP)
 - **Note:** Do not leave a student off the graduation list solely because they failed to complete a diploma application
 - Double-check Student Program/Plan page in Cardinal Students to ensure student's degree information is correct.
 - Academic plans & sub-plans will be recorded on the student degree page as having been completed
 - Verify all plans (majors, second majors, minors, certificates) and sub-plans are complete. If not, correct plans/sub-plans in Cardinal Students before submitting Academic Senate list

Formatting

- On school letterhead
- With the signature of the dean of the school and a signature line for the chair of the senate
- Grouped by degree (in alphabetical order), graduates' names listed in alphabetical order (last name, first name), and including student ID number. Names should **not** be sorted by academic department

Doctor of Philosophy

9876543	Jones, William
2345678	Smith, Jane

Master of Arts

2123456	Doe, John
3134567	Smith, Joan

Master of Fine Arts

2145758	Brown, John
1213267	Clark, Ian

Name of Record

- Students names as they appear on the graduation list **must** match the name of record in Cardinal Students
- Name of record includes family name, first name, and middle initial or full middle name
- Nicknames may not be used
- If students need to request a change to their name of record prior to degree conferral, they must use this form:
<http://enrollmentservices.cua.edu/res/docs/Change-of-Name-Request.pdf>

Changes to Approved List

- To make changes after the list has been approved by the Academic Senate but before degrees are conferred:
 - Submit a corrected list to the Office of Enrollment Services with original signatures from both the school dean and the chair of the Senate including explanatory cover memo
 - Utilize this option if:
 1. Student(s) left off original list
 2. Student(s) on list not graduating in the approved term
 3. Any of the following information is incorrect:
 - Student Name
 - ID number
 - Degree received

Retroactive Degree Conferrals

- To award a degree after the conferral has taken place:
 - School dean must receive approval of the Academic Senate at the next regularly scheduled meeting
 - School submits a memo to Enrollment Services with the following information:
 - Student's name
 - ID number
 - Type of degree to be retroactively conferred
 - Retroactive conferral date
 - Enrollment Services will verify retroactive conferral approval listed in Senate minutes

Latin Honors

- Schools submit a separate list to Enrollment Services for each degree conferral on school letterhead
- Names grouped by Latin honor, degree received, listed in alphabetical order, including student ID number; deadline for spring 2019 conferral: **Wednesday, May 15, 2019 by 12:00 p.m.**

Summa Cum Laude

Bachelor of Arts

9876543 Jones, William

Bachelor of Science

2123456 Doe, John

Magna Cum Laude

Bachelor of Arts

2345678 Smith, Jane

Bachelor of Science

3134567 Smith, Joan

Certificates

- Certificate completions are sent to Enrollment Services in advance of the relevant degree conferral.
- Schools submit individual memos for each student to Enrollment Services with student ID number and the name of the certificate.
- Enrollment Services posts certificate completions three times per year (October, January, and May), corresponding to degree conferrals.

Diploma Review

- School representatives **should do** the following when reviewing diplomas in Enrollment Services:
 - Verify that all expected diplomas are printed
 - Verify that students who are **not** graduating do not have a diploma
- For students subjected to a diploma hold (outstanding balance, overdue library materials, financial aid exit interview), Enrollment Services will pull the diploma as close to graduation as possible and insert an a letter in the envelope detailing the hold and how it can be resolved.
- Enrollment Services continually checks holds and replaces letters with diplomas until diplomas are delivered. Our office will be open until 1:00 p.m. on the day of Commencement. We will continue to deliver held diplomas until the diploma ceremonies begin.
- Each school needs to provide Enrollment Services with contact information on the day of Commencement (name of school representative, cell phone number).

Diploma Review

- School representatives **should not do** the following when reviewing diplomas in Enrollment Services:
 - Rearrange the diplomas
 - Write on the boxes
- If any schools **do not** hand out diplomas in the white envelopes in which we package them, please let us know as soon as possible.