Graduate School of Arts & Sciences
Administrator Training Series

Class #3:
Graduation Clearance & Diplomas

Fun times ahead!
Monthly Graduation

- We graduate students every month except June.
- Degree conferred on the final day of the month (except for May; degree conferred on the day of Commencement).
- System is designed to provide flexibility for students; most universities (and schools at Georgetown!) graduate 2-3x/year!
Graduation Application Basics

• Students apply to graduate via MyAccess
  – Must apply by the 1st of the month; no exceptions!
    • same deadline applies for masters in passing, terminal masters, certificates (see next slides)
  – Multiple degrees = have to apply for each degree
  – Graduation application contains degree sought, diploma information, commencement attendance plans
  – Graduation applications are good for the entire semester; if a student does not clear their application will automatically roll to the next month and they will reappear on your clearance sheet

• Applying to graduate serves these administrative purposes:
  – Student will appear on graduation clearance reports
  – University exit date changed in Banner (affects all reports)
# Special Types of Graduation

## Masters in Passing

- Masters in passing is granted en route to a Ph.D.
- A normal masters degree
- Minimum of 30 credits required
- **Students cannot apply to graduate via MyAccess**
- Must submit “Student Petition for Change Form” by 1st day of the month (or earlier)
- Student will show up on departmental clearance sheet

## Terminal Masters

- Student leaves Ph.D. program with a masters degree
- Must submit “Student Petition for Change Form” by 1st day of the month (or earlier)
- GSAS will push student’s graduation application through manually
- Student will show up on departmental clearance sheet
Special Types of Graduation, Cont.

**CERTIFICATES**

- Students cannot apply to graduate via MyAccess
- Add students to clearance sheet or email Sarah Magnuski (sem74) with expected month of completion
- Clear according to departmental standards
- Certificates will be distributed according to the standard diploma distribution timeline
GSAS Graduation Clearance:
6 week cycle!

**DAY 1**
Deadline for student to apply to graduate

**DAY 15**
Clearance sheets distributed

**DAY 22**
Clearance sheets due back at GSAS

**DAYS 30-45**
GSAS graduation clearance review

**DAYS 40-45**
Registrar notified to post degrees
Graduation Clearance:
Academic Affairs Office Responsibilities

Ensure accuracy of student record (transcript)
- Check ballots, credit hours, GPA, grades, registration

Enforce Graduate School academic policy
(related to all of above)

Approve conferral of the degree

Notify the Registrar’s Office to post the degree
Graduation Clearance: Departmental Responsibilities

- Clear students according to departmental and Graduate School requirements
- Turn clearance sheets in by the deadline
  - Degrees are sent over in one batch
  - Tardiness delays posting for all graduating students
- Keep on top of reports from our office; they all affect graduation clearance
  - Registration reports
  - Exception grade reports
  - GPA reports
Getting Student Data from MyAccess

**LOAD A TRANSCRIPT**
- Click on “Deans and Administrators” tab
- Click on “Student Transcript”
- Select current term
- Enter ID or name (ID is best)
  
  *Super secret trick: wildcard %*
- Transcript type = Graduate
- Click “View Transcript”

**GENERATE A STUDENT LIST**
- Click on “Deans and Administrators” tab
- Select “Student List – Major”
- Contact Megan Bergkamp (meb238) if you notice that your list:
  - is missing students
  - includes students who have already graduated
How to Clear Students to Graduate

- **LOOK AT THE STUDENT TRANSCRIPT!**
  - Departmental requirements met
  - Graduate School requirements met
  - All grades are reported (including zero-credit courses taken Pass/Fail)
  - All ballots are posted on the transcript
  - Transfer credit appears on transcript
  - Any Georgetown Law or Medical school classes are on transcript
  - Thesis/dissertation defense date noted
  - Thesis/dissertation title appears on transcript
  - Student registered in the current semester
# Student Graduation FAQs

**Why can’t I apply to graduate via MyAccess?**
Good question! Contact Sarah Magnuski (sem74) to find out. Possible problems include: multiple curricula, inactive student record, application already in the system, masters in passing.

**Am I cleared to graduate?**
Students should look at their unofficial transcript in MyAccess to see if the degree has been posted. We tell students that their departments will be in touch with them if there are any problems clearing them to graduate.

**When will my degree be posted?**
At the end of the second week following the month of graduation. See “Degree Posting Timeline” in the “Graduation & Commencement” tab of the GSAS website.

**Can you certify my degree now, before it is conferred?**
In special circumstances we can issue letters to students stating that they have completed the degree requirements and we expect to award the degree on [date]. Contact Megan Bergkamp (meb238) to obtain a letter.
Can you post my degree early?
Can you order my diploma early?
No. No.

Will I be notified that I graduated?
Advise students to check their unofficial transcript in MyAccess. Degree will show up on the top left of transcript once it has been posted.

Why does My Degree Audit say that I’m missing [X, Y, Z]?
We are working out the kinks in the Degree Audit, so it is not always accurate. Advise students to disregard the Degree Audit and refer to their transcript instead.

Is there anything else I need to submit?
We can advise students generally on what forms are required. But the student is ultimately responsible for keeping track of their paperwork.

Why do I have “In Progress” next to Thesis Research/Continuous Registration?
All placeholder courses remain “In Progress” until the end of the semester. “In Progress” notation removed by request only prior to the end of the semester; contact gradstudentservices@georgetown.edu with request.
May Graduation

FUN FACTS ABOUT GRADUATION!

*Monthly average*: 10-20

*Fall*: 300 (150 in December)

*Spring*: 900 (850+ in May)

*Summer*: 300

*Yearly*: 1500

Students who participate in Commencement: 1100 (+/-)
Spring Semester Graduation Deadlines

(are confusing!)

<table>
<thead>
<tr>
<th>FEBRUARY 1(^{\text{st}}) DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can choose their month of graduation (February – May)</td>
</tr>
<tr>
<td>Can participate in May ceremony</td>
</tr>
<tr>
<td>Name in the commencement book</td>
</tr>
<tr>
<td>Diploma available at the ceremony <em>(spring graduates only – fall &amp; summer graduates will have already received their diplomas)</em></td>
</tr>
</tbody>
</table>

Q: Why is this deadline so early?
We have to provide data to the printer for the Commencement book.

<table>
<thead>
<tr>
<th>MARCH 1(^{\text{st}}), APRIL 1(^{\text{st}}), MAY 1(^{\text{st}})</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can choose their month of graduation (March – May)</td>
</tr>
<tr>
<td>Can participate in the May ceremony</td>
</tr>
<tr>
<td>No diploma at the ceremony <em>(diploma will be available mid-July)</em></td>
</tr>
<tr>
<td>Name not in commencement book</td>
</tr>
</tbody>
</table>

Q: So students can still apply on the normal GSAS monthly deadlines? And participate in the ceremony like people who applied by Feb. 1?
Yes!
# May Deadlines

<table>
<thead>
<tr>
<th>ACADEMIC REQUIREMENT</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Application due</td>
<td>See prior slide: “Spring Semester Graduation Deadlines”</td>
</tr>
<tr>
<td>Submission of thesis/dissertation</td>
<td>April 25th (recommended)</td>
</tr>
<tr>
<td>Last day to defend thesis/dissertation</td>
<td>May 1</td>
</tr>
<tr>
<td>GSAS must approve thesis/dissertation</td>
<td>May 1 @ 5 p.m.</td>
</tr>
<tr>
<td>Final proof of commencement book sent to programs</td>
<td>May 2</td>
</tr>
<tr>
<td>Final edits for commencement book due at GSAS</td>
<td>May 3</td>
</tr>
<tr>
<td>May clearance sheets due at GSAS</td>
<td>May 4 @ 5 p.m.</td>
</tr>
<tr>
<td>Last day to submit transfer credit</td>
<td>May 11</td>
</tr>
<tr>
<td>Last day to submit ballots</td>
<td>May 11</td>
</tr>
<tr>
<td>Grades due for graduating students (including consortium grades)</td>
<td>May 14th @ 10 a.m.</td>
</tr>
<tr>
<td>Grades due for continuing students</td>
<td>May 21</td>
</tr>
<tr>
<td>Drink copious amounts of champagne</td>
<td>May 21 @ 5 p.m.</td>
</tr>
</tbody>
</table>

**Graduate School Commencement is FRIDAY, MAY 18th at 9 a.m.**
Diploma Availability

- Students notified via email of dates below; asked to provide updated contact info.
- All diplomas that are not picked up will be mailed to the address students provided when they applied to graduate (held in GSAS office only by request)

**SUMMER GRADUATES**
July - August

**IN-PERSON PICKUP:**
October 31 - Nov. 15

**MAILING**
Week of November 16

**FALL GRADUATES**
September - December

**IN-PERSON PICKUP:**
February 28 – March 15

**MAILING**
Week of March 16

**SPRING GRADUATES**
January - May

**IN-PERSON PICKUP:**
Commencement – June 14

**MAILING**
Week of June 15
Other Diploma Notes

• Contact Graduate Student Services (gradstudentservices@georgetown.edu) for the following:
  – Accents/special characters in student name (for example: ó, ä, é, ñ)
  – Change of address for diploma mailing
  – Request to hold diploma for pick-up after our standard mailing date
  – Diploma damaged in the mail; need replacement
  – Hold was released, please mail diploma
  – Did not receive diploma
    • We have diplomas back to 1992 in our office

• Diplomas are all in Latin; not available in English
  – Translation included with diploma
  – Contact Registrar’s Office for certified English translation

• Diplomas are not released to students with holds on their student account

• Refer students to the Diploma/Transcript information section of the Graduate School website!
http://grad.georgetown.edu/academics/how-to-graduate/diplomas-and-transcripts/
Resources for Administrators

#1 Resource: The Graduate School website:  http://grad.georgetown.edu

http://grad.georgetown.edu/academics/policies/
Contains all academic policies!

gradstudentservices@georgetown.edu
Direct all general questions/requests here!

Graduate School Calendar for administrators: see attached!
Academic Year Calendar: (including lots of deadlines):  http://registrar.georgetown.edu/calendars
Registrar’s Office website:  http://registrar.georgetown.edu
MyAccess:  http://myaccess.georgetown.edu
Student Accounts:  http://studentaccounts.georgetown.edu