Multiple review process for graduation through Graduation Tracking Search

The purpose of this document is to:

- Searching for a list of students who have applied for graduation
- Shows the necessary steps for a review process of a student’s graduation application request for any intermediate internal graduation review processes in the colleges that require multiple reviews of applications before approving or denying a graduation application

**Step One**

- Navigate to the Graduation Tracking Search page by using the following breadcrumb:

**Step Two**

- Under any of the following information in the search criteria fields to locate students. There are 3 different ways to search for graduation applicants:

1. To view all applicants in your college, specify the Academic Group for your college.
   a. **Academic Group**: College Number (15 = College of A&S)
   b. Click Search

2. To view all students in your college of a particular career, specify the Academic Group and Academic Career.
   a. **Academic Career**: Select to see students who are Undergraduate, Graduate, Law or Medicine.
   b. **Academic Group**: College Number (15 = College of A&S)

2. To view students in your college in a particular program or plan, specify the Academic Program and/or the Academic Plan. Academic Program
   a. **Academic Program**: College Number + Academic Entity (Bach. of Science= 15BAC)
   b. **Academic Plan**: Area of Study + Degree Awarded (Bach. of Science in Biology = BIOL-BS)
   c. **Academic Sub-Plan**: Area of Study + Concentration (Bach. of Science w/ a concentration in Biology of Plants = BIOL-P)
Other fields you can use to narrow down your search results include:

i. **Degree**: Award achieved from academic program (Bachelor of Arts = BA)

ii. **Expected Grad Term**: Term code of student’s projected completion of program
    (Fall Semester 2016 = 2168)

iii. **EMPL ID or Campus ID**: If searching for a specific student, enter in their Catalyst ID (empl id) or their Campus ID (M#).

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**NOTE**: If you plan on using certain search criteria often you can click the Save Search Criteria link and select the named criteria from here forward.

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**Step Three**

In the Grad Search Results section, you will retrieve a list of students that fit the search criteria.

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**NOTE**: To download the search results, click on the grid icon identified at the top of the search results.
Step Four

Click on the View Student Details link to see Graduation Tracking record for a student on the list.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>Institution</th>
<th>Grad Rev Status</th>
<th>View Student Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10249884</td>
<td>JILL</td>
<td>UCINNN</td>
<td>2161</td>
<td>Applied</td>
<td>View Student Details</td>
</tr>
<tr>
<td>2</td>
<td>10954984</td>
<td>JULIANN</td>
<td>UCINNN</td>
<td>2161</td>
<td>Applied</td>
<td>View Student Details</td>
</tr>
<tr>
<td>3</td>
<td>107833767</td>
<td>LAUREенн</td>
<td>UCINNN</td>
<td>2161</td>
<td>Applied</td>
<td>View Student Details</td>
</tr>
</tbody>
</table>

Step Five

To update the student’s graduation status, select the Update Graduation Status box.

When the box is selected, the New Graduation Review Status and Status Date fields are made available for update.

Follow these steps if you’re the first person to review the graduation application.

- Click the drop down menu for New Graduation Review and select First Review Complete. The Status Date will default to today’s date. Then move on to Step Six.

- The First Review Complete status should be applied to accommodate any intermediate internal graduation review processes in the colleges that require multi-level approvals.
Follow these steps if you’re the second person to review the graduation application.

- Click the drop down menu for New Graduation Review and select **Second Review Complete**. The Status Date will default to today’s date. Then move on to Step Six.

- The **Second Review Complete** status should be applied to accommodate any intermediate internal graduation review processes in the colleges that require multi-level approvals.

Follow these steps if you’re the last person to review the graduation application.

- Click the drop down menu for New Graduation Review and select **Approve/Denied**. The Status Date will default to today’s date.

  - **Approved**: This status should be given if the student has fulfilled their graduation requirements and the college approves them for degree certification.
  
  - **Denied**: This status should be applied if the student has not met their graduation requirements and the college want to delete them from the graduation list and deny their degree certification.

**Step Six**

Click **APPLY**.

Upon clicking **APPLY**, the graduation review status is updated. In addition, the page is date/time stamped and will list the staff member who last modified the student’s graduation application record.

![Graduation Tracking](image)

**NOTE**: You can click on **View Status History** to view a student’s graduation review status dates.

**Step Seven**

Click **OK**. The system will return you to the graduation tracking search results list where you can select another student to update their graduation review status (Step 4 though Step Seven)

**You have now completed the steps for multiple reviews for a student’s graduation application.**