**University of Cincinnati**

**Advising Offices**

**Business Process: Graduation Clearance**

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**Student**

- Student Schedules an Appointment with an Academic Advisor
- Student signs Contract for Graduation
- Student Applies

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**Advising**

- College of Business?
  - Yes: Complete a Contract for Graduation
    - Enter permission in the Persona Doc screen enabling the online application
    - Review the application status of students with permission (meeting application deadline)
    - Email and call to remind of application deadline
    - Pre-certify and/or advise students for graduation completeness using degree audit if available
    - Review the official list of graduation applicants from the Registrar
    - Certify students for graduation at the College/Department level using degree audit if available and make necessary changes
    - Send updated list to the Registrar
    - Identify missing students, remove students from the list or program changes
    - If requirements are not met, notify the student and discuss possible resolutions
    - Verify all graduation requirements complete using degree audit if available
    - Review the final list to compare grade reports and the student contract

- No: Send a list of students to the Registrar

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**College**

- Student Eligible for Graduation?
  - Yes: Send a list of students to the Registrar

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**Contact Student**

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**Business Process: Graduation Clearance**

- All remaining courses
  - Required GPAs are determined
  - Minimum required hours determined
  - Residency within the college is determined
  - General and college specifics requirements
  - Deadline to complete requirements or apply

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**Contact Student**