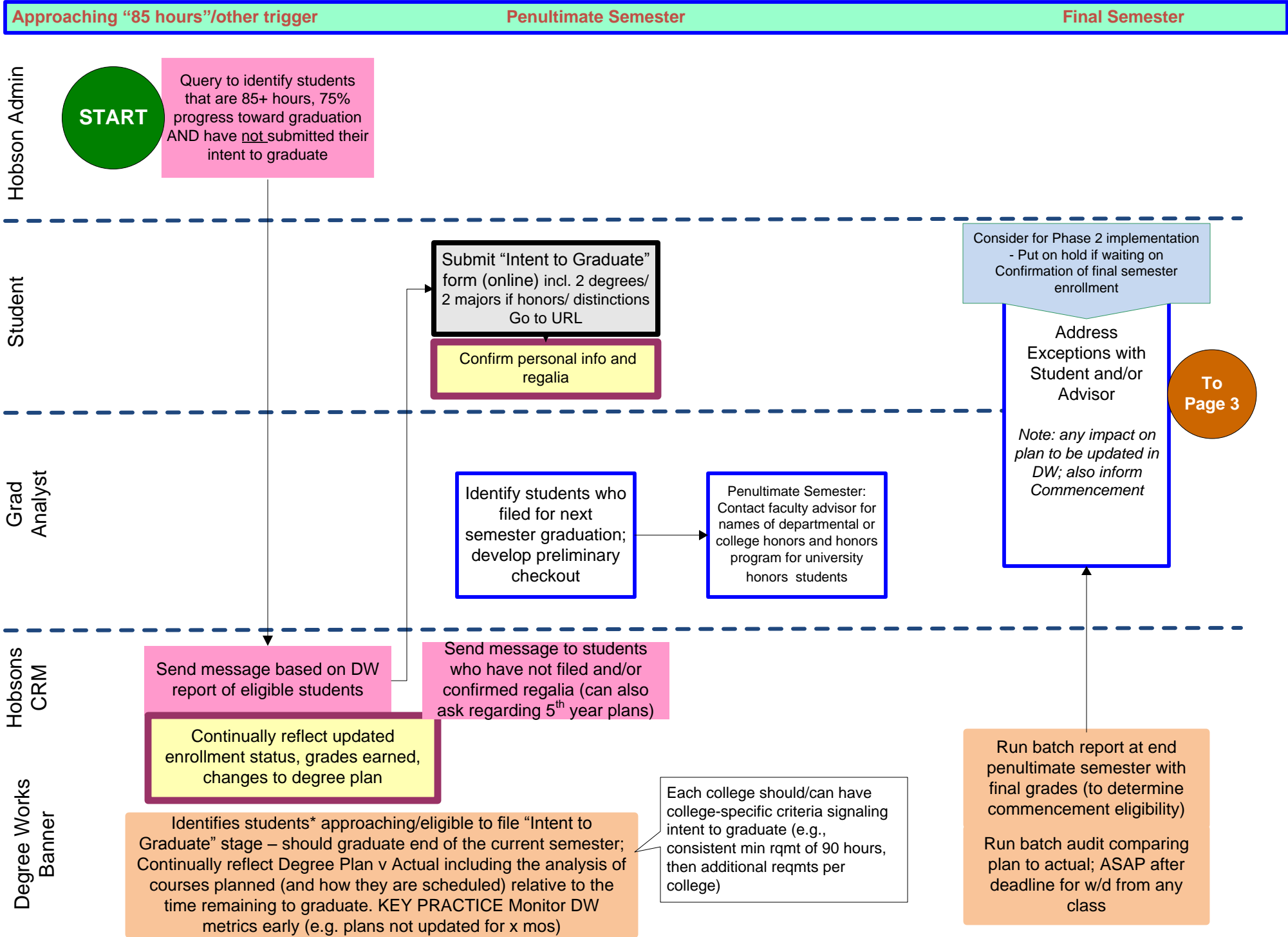
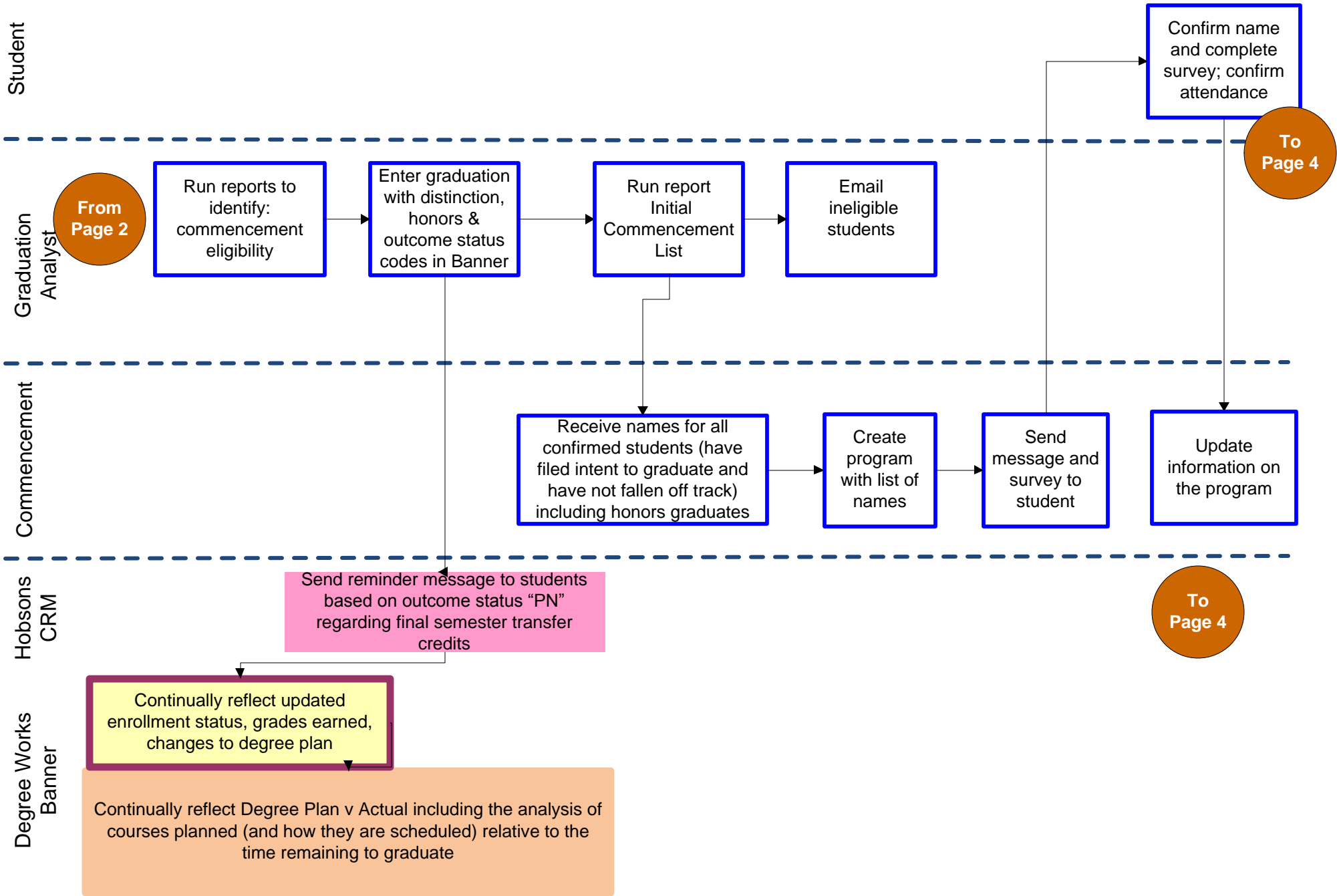


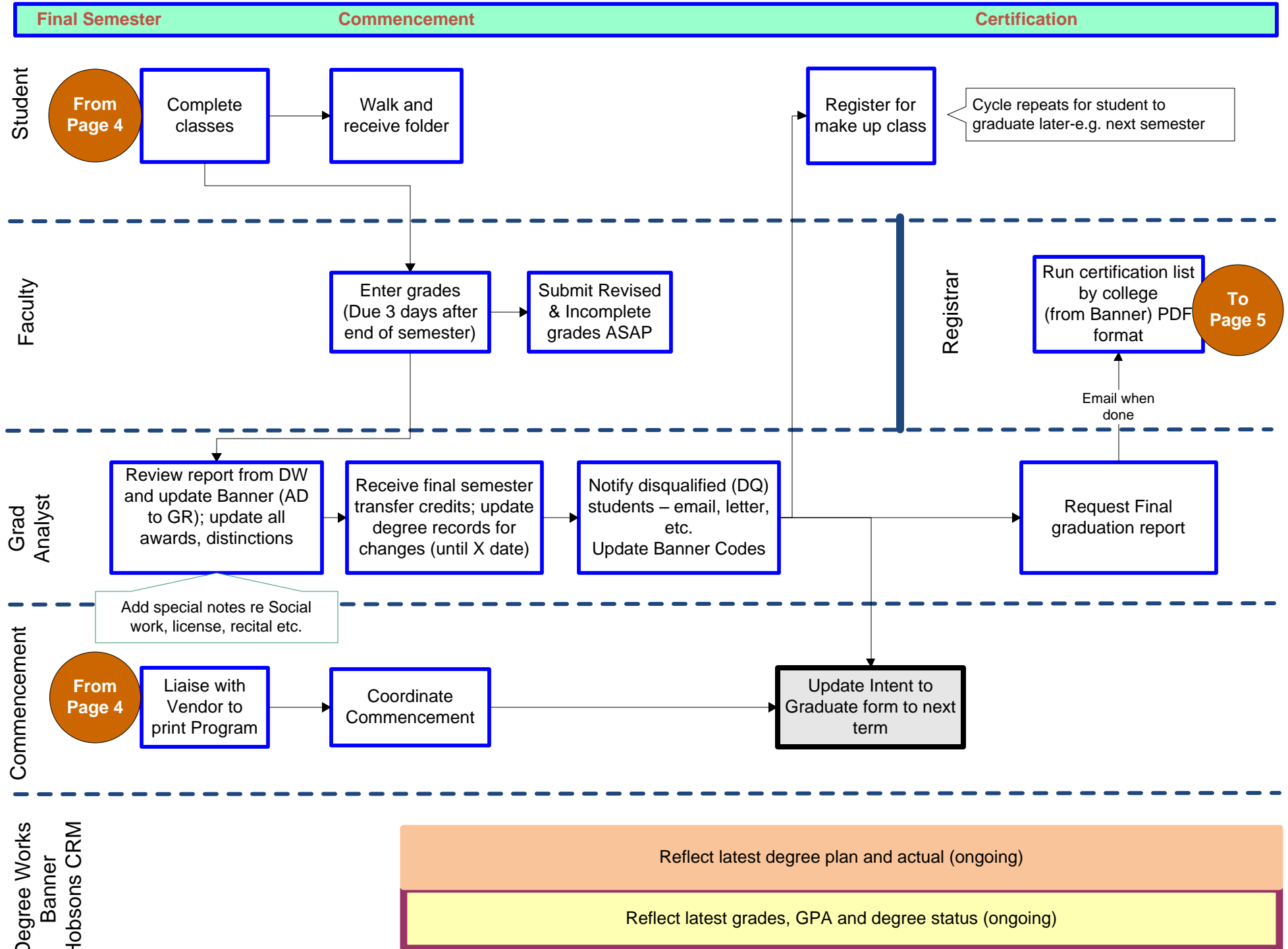
Graduation Certification/Graduation Checkout - "TO BE" Process



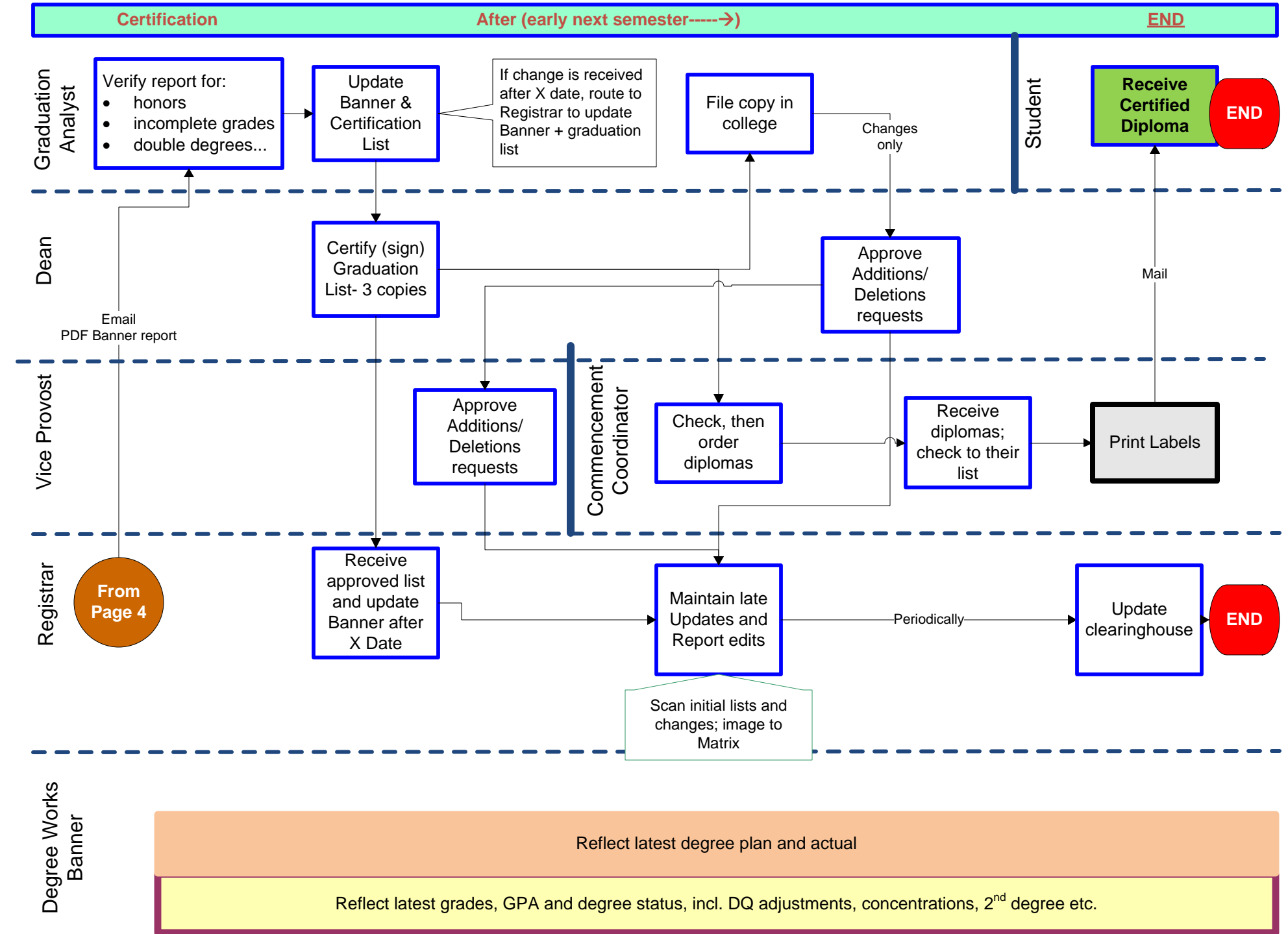
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NOTE: This page served as a tool to support the team's efforts in designing the TO BE Process – it is therefore not a summary of the final design.

Process Name: Graduation Checkout TO BE
Process Step: Outline of new process
Frequency: Process starts when freshmen/transferring students complete their first degree plan at U of M



Student (admitted and enrolled)

Send coursework completed at previous institution (during application/ registration)

Meet with Advisor; submit any coursework completed outside of UM ASAP
 Initial updated plan in DW based on updated information

Automated reminder to student; flag for advisor to follow up with student
 Student should take pre-orientation assessment to facilitate major direction

Confirm personal info and regalia

On-Track: following the plan set for them; degree audit is accurate
Unique: Double majors, students who change majors,
Exceptions: not following plan, late final grades,

GA and/or AA

Coach student to enter some major versus undeclared

Monitor progress toward declared major
 Document substitutions in DW to trigger an updated plan

Need to advise even if undecided major; Advisor needs to work with student to address schedule idiosyncrasies (e.g., Can only student teach Spring or Fall)

Electronic Proof of course, grade

Commence

Put on commencement hold – waiting on: Confirmation of enrollment

Put on Certification hold – waiting on: 1 Certification of final grades for external courses

Degree Works Banner

Generate Degree Plan (initial plan) based on declared major

Plan is updated and distributed based on actual courses taken
 System prompts the student when eligible (e.g., 90 hours)

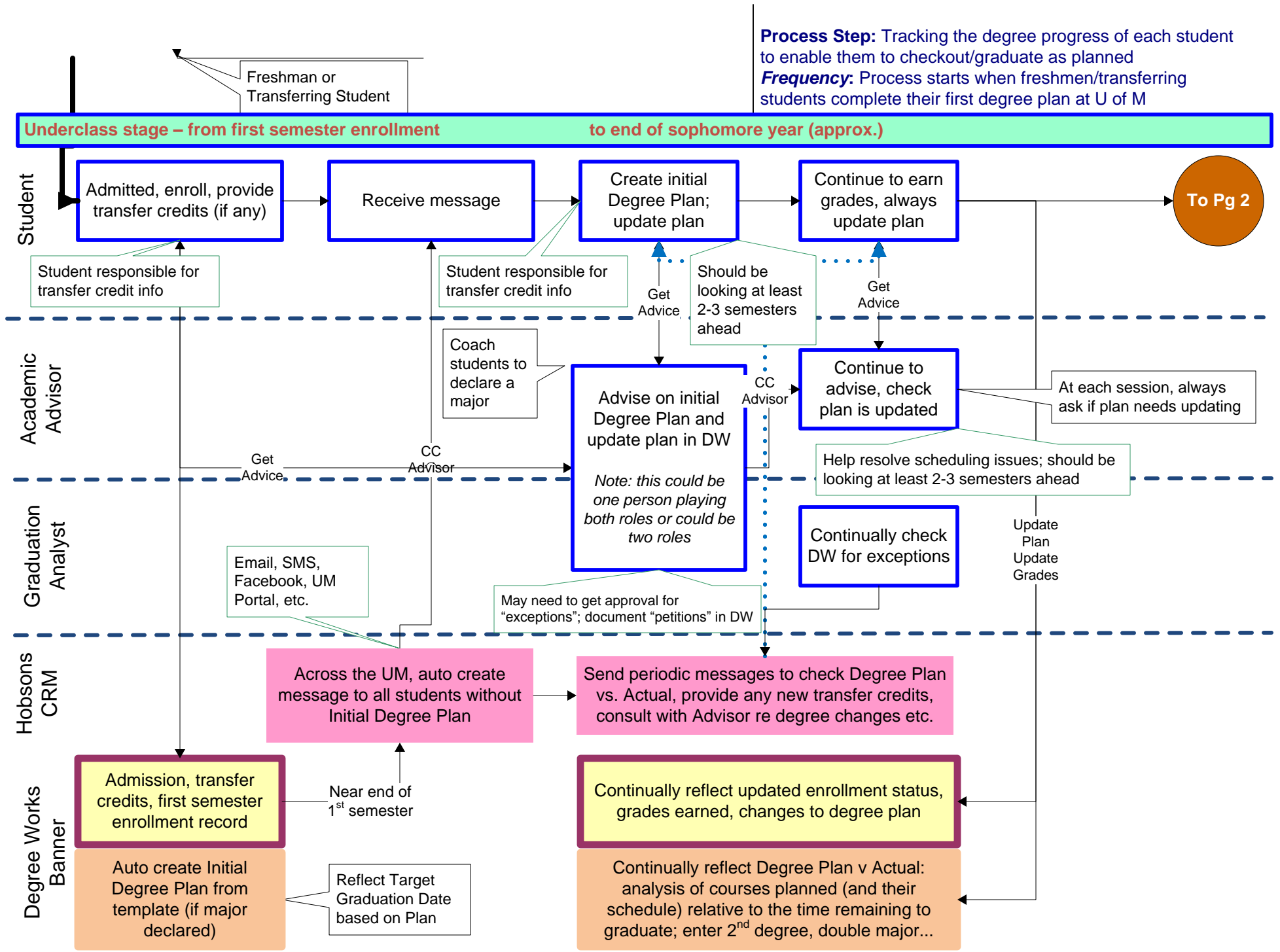
DW gives estimated graduation date based on the plan at all times; system also provides commencement with an estimated number of graduates

Hobson generates communication to students with

Text

Grades are captured in Banner

Graduation Certification/Graduation Checkout - "TO BE" Process



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Notes on TO BE Process:

IDEAS from AS IS

1. How to continually update the student's degree plan to reduce risk of delayed graduation
2. Implement procedural requirement for student and academic advisor to regularly validate degree/course data (e.g. at each advising session).
3. How can Admissions staff improve quality of data regarding choice of Catalog?
4. Are current filing dates for Intent To Graduate optimal? (e.g. are they too early, could they be changed?) YES- see flow in new process, start earlier by monitoring if Degree Plans exist and if they are being updated periodically
5. What behavior changes could improve students' ability to meet deadlines? (e.g. once we have dealt with those who did file on time and in full, we will then turn to those that are late, incomplete and that may mean.....).

Types of Students:

On-Track: following the plan set for them; degree audit is accurate – they should not require much attention until final semester thru degree certification

Unique: Double majors, students who change majors, - watch that their degree plans are accurate so they stay on track

Exceptions: not following plan, late final grades, - use exception reports to minimize levels, plus policy enforcement to deal with cases

ASSUMPTIONS:

1. Final course review focuses only on the final, previously unaudited coursework.
2. Course substitutions and notes must be taken (e.g., any English 2000 level class) are entered into system (and automated if possible)
3. What if DW says "it's ok, but the Grad Advisor overrules" - DW rules needs to be updated to prevent these false positives
4. Through academic policy or systematic review of attributes, we will be able to ascertain coursework as part of DW
5. UM will assume the student does NOT have proof of an external class until they prove they have it.

WHAT IS DIFFERENT:

1. There is no need to maintain multiple paper filing systems in offices to track student's degree progress; the source of data will be Degree Works, supported by Banner.
2. Students, Graduation Analysts and Academic Advisors will have access to the same data source-Degree Works.
3. Commencement Office will rely on the system data and work done by Graduation Analysts to coordinate commencement and diploma printing and distribution.

Questions:

1. Do others need access to DW (e.g., AA)?
2. Can DW reflect unique situations like double major, 2 degrees
3. Can Banner use different codes in SGASTDN? See below
4. Does U of M need to discuss policy re final semester transfer credits and whether to treat as Late Certs
5. Policy-why is the 45 day period for I-grades? Note only a handful of Is are graduating

Other:

1. Do roles between grad analyst and advisor cross over?
2. There s/b a feedback loop to Admissions if there is a policy update required regarding course that should act as a substitutes.
3. How do we define on track...is it a function of the worksheet and the plan?
4. Polly idea – create SOUGHT record automatically (need to read external files); CHANGE status from pending to awarded automatically-this automation could save even more time if it can be implemented.

Notes on TO BE Process:

TYPICAL UNIQUES

1. 2 majors (Banner does not show if student is doing a whole 2nd major in SGASTDN- same codes vs. separate codes))
 2 degrees
 concentration
2. transfer classes – from another school, 5th year student with one degree back for a 2nd degree
3. outside licensing requirements (e.g. teaching certification)-with test scores
4. Substitute classes in a major-in regular

NEXT STEPS

Complete draft of TO BE; Len to Cathy by Sun nite; circulate to project team- 1 week review

Hold a Conf call/gotomeeting for revisions/edits Feb 7; finalize To Be/sign off.

Identify Policy Issues; List ideas for Banner changes; List ideas for DW implementation

Report back to PMG; communications plan for U of M incl. To Be Enablers and Next Steps

High level project plan-tie to DW impl plan

 incl. KT and her tech colleague looking at Grad checkout process fit with DW

Plan DW training (KT) Feb 7->

Review DW Degree Requirements and sign off

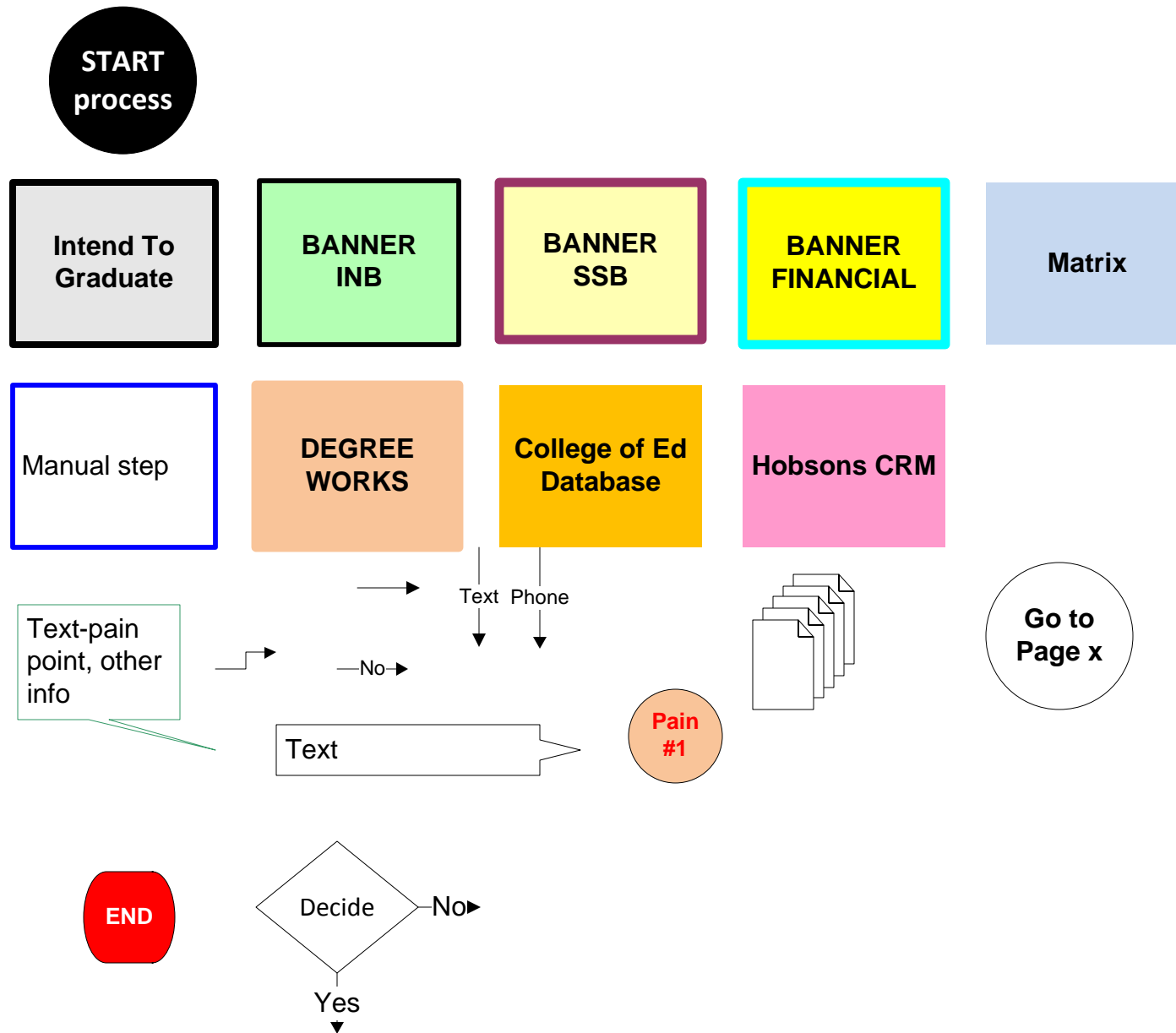
NOTE: This Metrics table of semester graduations may help prioritize certain implementation steps (e.g. if student volumes at a college is high, the effort may be justified vs. a small college)

<u>Trend of Number* of Certified Students (Graduated) by College or School</u>									
College	May-08	Aug-08	Dec-08	May-09	Aug-09	Dec-09	May-10	10-Aug	Dec-10
Arts and Sciences	324	112	215	326	139	220	374	109	273
Business	203	75	174	250	86	186	256	92	249
Communication and Fine Arts	134	30	92	181	26	83	167	27	102
Education	171	27	144	184	28	118	162	36	157
Engineering	41	3	21	53	3	32	48	8	42
University College	157	86	168	218	81	179	195	86	170
Nursing	74	24	66	87	33	47	82	38	48
Law	111	5	9	105	0	15	110	2	12
Graduate School	407	265	346	432	227	299	456	259	413
Total	1622	627	1235	1836	623	1179	1850	657	1466

Average Number of Graduated Students by College/School

College	Fall	Spring	Summer
CCFA	83	167	27
Nursing	47	82	38
Engineering	32	48	8
UC	179	195	86
Education	118	162	36
Arts and Sciences	220	374	109
Business	186	256	92
Law	15	110	2
Graduate School	299	456	259
Totals	1179	1850	657

LEGEND TO ICONS/SYMBOLS



Graduation Certification/Graduation Checkout - "TO BE" Process

Messages will be developed by designated team members for particular information to be sent to students

