

Graduation Forum

Center for Academic Excellence
Office of Undergraduate Studies

As of May 2020



Graduation Forums

Fall

- **Location:** Zoom Session
- **Date and Times:** TBA

Spring

- **Location:** Zoom Session
- **Date and Times:** TBA

Check Bison Email for Notifications

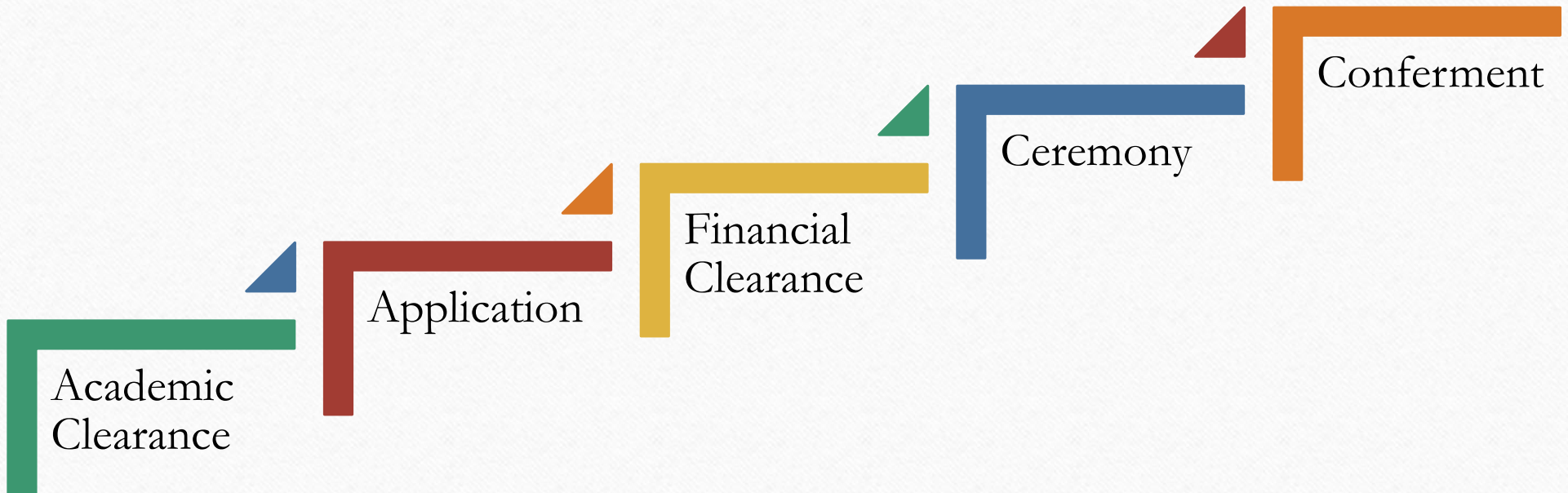


Update!

Mr. Lincoln Brown is no longer responsible for coordinating or clearing students for graduation. All COAS students have to complete the preclearance process.



The Steps to Graduation



Academic Clearance

- (PRECLEARED) period prior to clearance, occurring prior to clearance
 - Students who have the possibility of completing degree requirements in the current academic year (August, May, or December)
 - Major, Minor, COAS Requirements
 - Prospective graduates are required cumulative GPA of at least 2.0.
 - All Study abroad and Consortium classes must be on your transcript
- (FINAL CLEARED) completing and fulfilling all academic requirements established by the University



Degree Works Review

- Advisors will not review you via appointments 1 on 1
- Reviews will take place once you submit Preclearance form (PRECLEARANCE)
- It's up to YOU to provide evidence you have met all the requirements



I want to know if I'm on track to graduate?

Preclearance Check- Up

☐ 2.0 GPA Minimum

GPA
3.63

☐ Has earned a minimum or is registered for 120 Credits

Credits Required:	120
Credits Applied:	122

☐ Complete the Program (Major, Minor and General Electives)

☐ Pass Comprehensive Exam (Required only during Final Clearance)



I don't want to be denied.

- Denial is a good thing in Preclearance
- We tell you exactly what the issue is and how to fix it
- The earlier you submit for the preclearance the more time you have to fix any issues we find.
 - Waiting to submit is not going to eliminate the issue
 - Hoping we just let you slide by does not work
 - The above responses create the Howard horror stories

In Person PRE-CLEARANCE

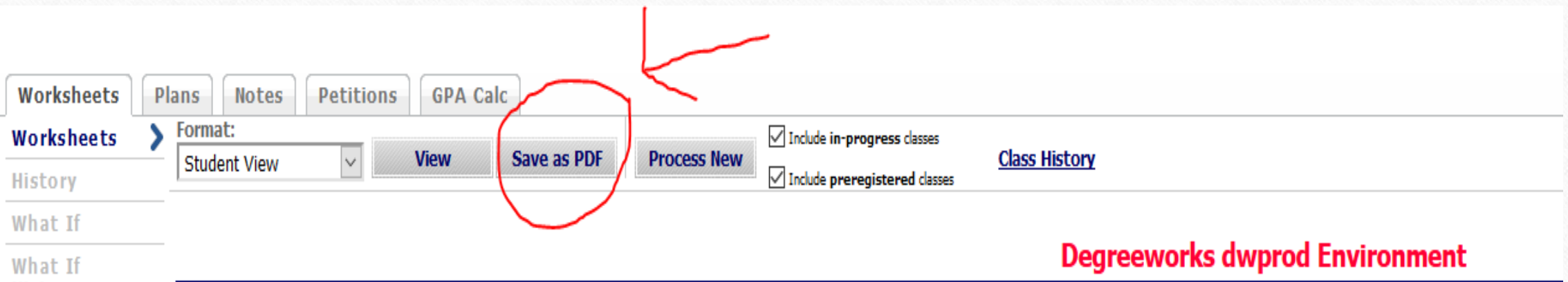
Academic Clearance For Graduation...

1. First Print out a copy of your Degree Works Audit
 - Bison Web> Student Records> Degreeworks > Save as PDF> Print
 - Use **“What If Scenario”** if your degree is not accurate in the system or Obtain a Degree map from CAE office.
2. Submit your Degree works (120 and above, must be registered for spring courses if applicable) with cover sheet to the Center for Academic Excellence
3. Drop in Basket at Front Desk (Reviews are done Daily)
4. Notifications
 1. Approved to apply -Fridays
 2. Issues/Solutions -Immediately (usually Tuesday or Wednesdays)



Degreeworks Submission

Degreeworks



The screenshot displays the Degreeworks user interface. At the top, there is a navigation bar with tabs for 'Worksheets', 'Plans', 'Notes', 'Petitions', and 'GPA Calc'. Below this, a sidebar on the left contains links for 'Worksheets', 'History', 'What If', and another 'What If' link. The main content area features a 'Format:' dropdown menu set to 'Student View', followed by buttons for 'View', 'Save as PDF', and 'Process New'. To the right of these buttons are two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. A link for 'Class History' is also present. The 'Save as PDF' button is circled in red, and a red arrow points to it from the right. At the bottom right, the text 'Degreeworks dwprod Environment' is displayed in red.

Worksheets Plans Notes Petitions GPA Calc

Worksheets > Format: Student View View Save as PDF Process New

☒ Include in-progress classes [Class History](#)

☒ Include preregistered classes

Degreeworks dwprod Environment

Center for Academic Excellence

COAS Graduation Clearance

Completed by Student

Student Name: _____

Student ID: _____

Major: _____

Minor: _____

Comp Exam Results: _____ Graduation Date (Month/Year): _____

GPA: _____ **Earned Credits:** _____ Current Registered Credits: _____ =Total Credits: _____

Please attach Degree works Printout and all documentation or Note on Degree works any discrepancies with scheme.

Note: Once your Degree Works Audit has been submitted, please allow us 5-7 business days to review and send a status notification to update you on your graduation status.

Signature: _____ Date: _____

Transcript



Know your Major

Majors	Major Credits	Minor Credits	Div A Credits	Div B Credits	Div C credits	Div D credits	Elective Credits	University Requirement Credits
African Studies	36	15-18	12	6	0	6	6	42
Afro-American Studies	33	15-18	12	6	0	6	6	41
Administration of Justice	33	15-18	12	6	0	6	9	42
Biology	64	15-18	9	3	6	0	6	42
Chemistry	39	15-18	9	6	6	10	6	42
HHPL: Maternal and Child Health	45	15-18	9	6	6	6	6	42
HHPL: Community Health	39	15-18	9	6	6	6	6	42
HHPL: Sports Management	39	15-18	9	6	6	6	6	42
HHPL: Sports Medicine	38	15-18	9	6	6	6	6	42
Economics	33	15-18	12	6	0	6	6	42
Human Development	47	15-18	6	6	6	12	6	42
English	36	15-18	6	6	6	6	6	39
French	33	15-18	6	6	6	12	6	42
History	33	15-18	12	6	6	12	6	42
IDS Humanities: Ancient and Modern	36	15-18	6	6	6	6	9	41
IDS (Bioethics Concentration)	36	15-18	6	6	0	6	6	38
IDS (Environmental Sciences)	30	15-18	12	3	0	6	6	41
IDS (Int. Affairs Concentration)	39	15-18	6	6	0	6	6	38
IDS (Community Development)	30	15-18	12	6	0	6	3	40
Philosophy	33	15-18	6	6	6	12	6	42
Physics	39	15-18	6	6	6	0	10	50
Political Science	33	15-18	12	6	0	6	6	42
Psychology	39	15-18	12	6	6	6	6	42
Pure Mathematics	39	15-18	9	6	6	6	6	42
Sociology	30	15-18	12	6	0	12	6	42
Spanish	33	15-18	6	6	6	12	6	42



Online Preclearance Submission

- Online Verification form
 - Complete the form
 - Attach documentation for any discrepancies on your degreeworks
 - Hit submit form
 - Wait 5-7 business days for Approval or Denial Email
 - If you do not get notification contact the coordinator on day 8-10.



Center for Academic Excellence

COAS Graduation Clearance

Completed by Student

Student Name: _____ Jane Doe _____

Student ID: _____ @025000000 _____

Major: _____ Biology _____

Minor: _____ Chemistry _____

Comp Exam Results: _____ Pass/82 _____ **Graduation Date (Month/Year):** _____ Fall 2019 or May 2020 _____

GPA: _____ 2.5 _____ **Earned Credits:** _____ 108 _____ **Current Registered Credits:** _____ 15 _____ **=Total Credits:** _____ 123 _____

Please attach Degree works Printout and all documentation or Note on Degree works any discrepancies with scheme.

Note: Once your Degree Works Audit has been submitted, please allow us 5-7 business days to review and send a status notification to update you on your graduation status.

Signature: _____ **Date:** _____

TRANSCRIPT TOTALS (UNDERGRADUATE) [-Top-](#)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	49.000	45.000	45.000	44.000	150.00	3.41
Total Transfer:	15.000	0.000	15.000	0.000	0.00	0.00
Overall:	64.000	45.000	60.000	44.000	150.00	3.41



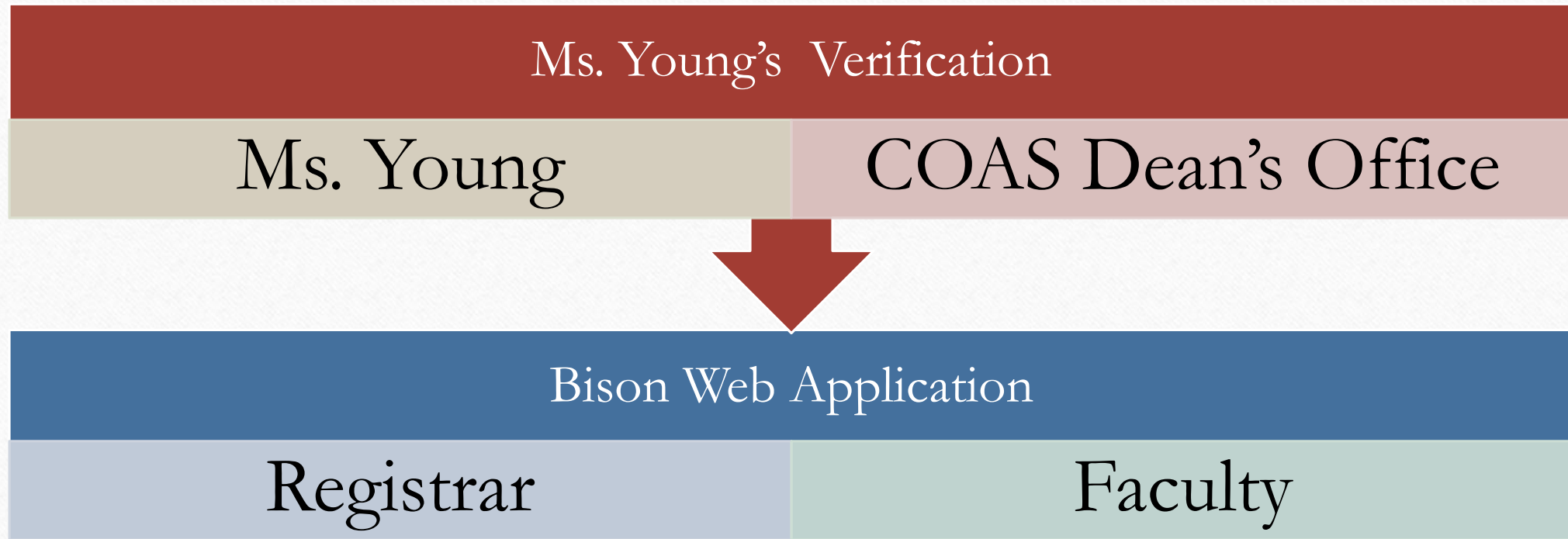
Communication

- Howard University Email-
 - Bison Email @Bison.Howard.edu
 - Work study- Check your @Howard Email
- Check your Howard Email first

READ YOUR EMAIL!



Two Most Important Actions



The Process

Step 1: Preclearance –

- ☐ Submit Degree Works and cover sheet
- ☐ Student will receive Preclearance Email Notification

Step 2: Apply online –

- ☐ Complete Ms. Young online confirmation
- ☐ Apply on Bison Web by the Deadline (The application will close)
- ☐ Pay graduation fee

Step 3: Final Academic Clearance –

- ☐ Wait for Final Grades to Post to transcript
- ☐ Wait for Comprehensive Exam scores to be received by coordinator
- ☐ Student will receive final clearance email when Grades and Comps requirements have been met.

Alert



Academy Courses

- Acad 007, 018, 023 **Do not count toward your 120 credits (Add additional credits)**

Double count Classes

- Major and Minor Courses do not count in divisional

Consortium

- Do not take consortium classes Senior year. Make sure all previous semester course are posted on transcript.

Study Abroad

- Credits show up twice as the Study abroad program and as the transferred course. It may appear you have more credits then you should.

Pre-Clearance Deadline

December Graduates – November 27th

Spring Graduates - March 27th

Summer Graduates - July 1st



Graduation Application (Bison Web)

- Once designated as a prospective graduate, students will be able to apply for graduation in Bison Web. Students must complete the Bison Web application **by the indicated date on the University calendar**
- **Perspective graduates must complete an application for graduation**
 - June 30st for August graduates
 - April 3rd for May graduates
 - December 6th for December graduates

You can not apply to graduate until you do preclearance and receive approval



Directions on how to apply for graduation

<http://www.howard.edu/bisonweb/announcements/1213graduationapply.htm>

- Log into Bison Web
- Navigate to Student > Student Records > Apply for Your Degree
- Select your Curriculum
- Identify the term of graduation.
- Confirm your attendance.
- Confirm your diploma name and edit/add your middle name if applicable.
- Enter your address.
- Apply your graduation fee charge.
- Submit.
- A summary page will be displayed once complete. Please verify to ensure all information is accurate prior to selecting Submit Request.

You can not apply to graduate until you do preclearance and receive approval



Application

- Information provided on the Bison Web application is submitted to The office of the Registrar for the diploma order.
- Student names will appear on the diploma exactly as they are printed on the application for graduation.
- It is extremely important that students provide accurate mailing addresses and phone numbers (both local And permanent), as well as e-mail addresses, to both the Office of Enrollment Management (through Bison Web) so that you may be contacted for the mailing of your degree or if other issues arise.

After the application close = Final Clearance

- The review process will continue from JANUARY to MAY 1st (MAY GRADUATES)
- After May 1st.
 - All grades need to be posted to your transcript by May 1st.
 - No one will be allowed to submit degree works or an application for May graduation during that time

You can not apply to graduate until you do preclearance and receive approval

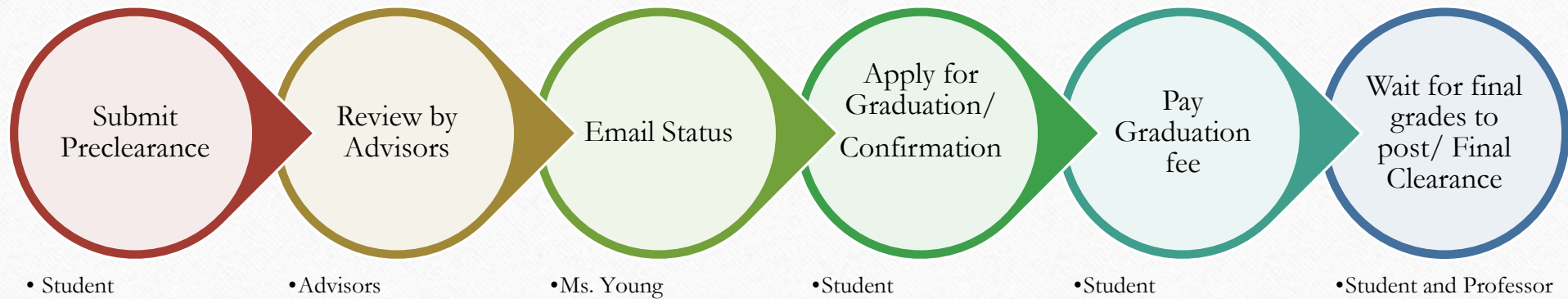


If You Are Not Academically Final Cleared

- Students who do not graduate by the date indicated on their application will need to notify coordinator of return semester.
- Students who must complete additional Requirements during the summer session will become a part of the Class of the following academic year.
- Students who do not pass comprehensive exams must apply for graduation for the following academic year.



Responsibility and Process



Financial Clearance

Students must satisfy all outstanding account balances, including the graduation fee, in order to be financially cleared for graduation.

- Tuition & Fees
- Library
- Residence Life
- Exit Interview (Financial Aid i.e. FAFSA)



Ceremony

Only students who have received academic and financial clearance for graduation by the deadline will participate in the commencement ceremonies.



Common Information about Graduation

Information about the University ceremony, including times by which graduates must report, is available on the University website.



Approval after Final Clearance

- All prospective graduates are recommended to receive their degree based on a vote by the faculty
- An official document is submitted to the Dean's office for Signatures and then submitted to Office of Registrar for degree to be conferred.



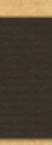
Conferring of Degrees

- Degrees will be conferred only during the commencement ceremony. Degrees will not be conferred prior to that time.
- Transcripts will be updated up to 10 weeks or more after ceremony to reflect that your degree has been awarded.
- Actual diplomas are mailed to students by the Office of Enrollment Management, usually within thirty days of commencement.



Honors

- These honors will appear on student transcripts, diplomas, and in the commencement program.
- Honors Eligibility Grades in non-credit courses are not considered in determining eligibility for honors.
- In addition, students are NOT eligible to receive honors distinctions if: □ the last half (60 hours) if Coursework required for the degree was not completed in residence at Howard University
- courses were repeated to raise the GPA (RECEIVED A LETTER GRADE)
- They have not been enrolled in at least 12 credit hours for each semester enrolled, with the exception of the last semester in residence.



Honors Distinction

3.20 to 3.49

Honors
Cum Laude

3.50 to 3.79

High Honors
(Magna Cum Laude)

3.80 to 4.00

Highest Honor
(Summa Cum Laude)



Honors Recognition book

- Names will be sent between April- May (Tentative)
- Likely not include Spring Grades (first submission)

Honors

Students who are graduating with honors may pick up an honors medallion from the major departments.



Frequently Asked Questions

- When are graduation applications due?
 - June 30st for August graduates
 - April 3rd for May graduates
 - December 6th for December graduates
- What if I need a class to graduate and it is not being offered?
 - Talk to your Department about the requirement being substituted or waived.
 - Get it in writing
- Can I graduate with a balance?

• **NO!**



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Frequently Asked Questions

- If I am enrolled in a consortium class that does not count toward degree requirements, will my academic clearance for graduation be delayed if the grade is not received by Howard by the deadline for receipt of grades?
 - YES, Please talk to the consortium instructors or check the calendar dates of the other school
- Must all prospective graduates complete an exit interview in the Office of Financial Aid?
 - YES, if you receive Financial Aid in loans



Frequently Asked Questions

- Can I walk across the stage if I still have outstanding academic requirements?
 - NO
- Can I graduate if I have a “D” in my Major or Minor ?
 - Major – NO
 - Minor- YES, If your GPA is above a 2.0 If not you may have to repeat the course.



Frequently Asked Questions

- Where and How many graduation tickets?
 - Each prospective graduate will receive 4 or 6 graduation tickets for guests. (Confirm with Department)
 - Only students who have been academically and financially cleared will be able to collect tickets.
 - Tickets are usually picked up from the University Bookstore, along with academic costumes.



Resources

- Post Graduate
 - Graduate School
 - Medical School
 - Law School
 - Dental School
- Employment
 - Career Fairs (Fall and Spring)
- Networking



Ms. Young

Sr. Academic Advisor – Graduation Clearance and Programs

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Questions



Evaluation



Survey link: https://howard.az1.qualtrics.com/jfe/form/SV_aWqlIJhsVdRXfGB?Q_CHL=qr

