



PROCEDURE

Administrative Degree Clearance

Overview

The Administrative Degree Clearance Procedure gives the college advising unit specific protocol to graduate a student when it is determined to be appropriate.

Reason for Procedure

Undergraduate degree-seeking students complete an Application for Undergraduate Degree for the term/year during which they plan to complete degree requirements. However, there are instances when a student has completed degree requirements but has not applied to graduate, and it is appropriate to take administrative action to clear the student for his/her degree. Please note: this is not meant to be an automatic graduation procedure.

Steps

If a student has completed degree requirements but has not completed an Application for Undergraduate Degree, and then is unresponsive to requests from the college regarding why the application has not been filed, or has not provided acceptable rationale for delaying graduation, collegiate advising offices may take the following actions:

Step 1: College will attempt to contact the student

The college will make three attempts to contact the student through his/her University email or at least three phone calls to the permanent phone number (if available) within a three week time period. The three-week period begins with the first attempt to contact the student.

If the student has not responded, the third attempt to contact should state that the college will clear the student for his/her degree unless the student responds with acceptable rationale for delaying graduating within 10 business days of last contact attempt. Sample language is as follows:

Dear Student,

We have attempted to contact you on multiple occasions dating back to June 17, 2013 regarding your academic plans. This will serve as our last attempt to contact you. You will have ten (10) business days to respond to this email. If we do not hear from you, we will move forward with posting your degree. If you have any questions, please contact your advising office.

Step 2: College will notify student that the student will be cleared for graduation

Step 3: Clear student for degree

If the student is unresponsive after steps 1 and 2, the college will move forward with clearing the student for his/her degree on the 10th business day after the last attempt to contact the student. The adviser will notify the student that he/she has been cleared for the degree per the normal degree clearance process.

Step 4: Notify Office of the Registrar

It will be the college advising unit's responsibility to notify the Office of the Registrar that the student has been cleared for the degree.

Step 5: Mail diploma

Once the degree is posted, the diploma will be mailed to the most recent address listed on the student's PeopleSoft record (unless there is a diploma hold).

Step 6: Notify student

The adviser will notify the student via email, phone, or hard copy letter that the student has been awarded a degree from the University of Minnesota within 10 business days of the degree posting.

Eligibility

A student is eligible for Administrative Degree Clearance if he/she:

- Has met all degree requirements for at least one baccalaureate program but does not have an application for degree on file.
- Has multiple plans on file and has completed one or more of those plans. **The student must indicate if he/she wishes to pursue all plans.
- Has **not** been awarded financial aid for a future/upcoming term.
- Has completed degree requirements, but is registered for the next term and has not applied for graduation; in this case, the student will need to state his/her academic intentions to his/her adviser.*

**Important Note: The Federal Student Handbook states, "Completed program, no degree: A student who completes the academic requirement for a program but does not yet have the degree or certificate is not eligible for further additional FSA funds for that program" (page 1-10, sidebar).*

A student is not eligible for Administrative Degree Clearance if he/she:

- Has not met degree requirements as displayed on the Academic Progress Audit System (APAS) report.
- Is receiving financial aid for courses that count toward a declared program (major, minor, Honors, etc.)

Notes of Consideration

The Student Degree Progress (SDP) data platform can be used to identify students who have completed their degree and major requirements but have not applied to graduate.

Responsibility to identify these students and attempt to contact them will lie with the adviser of record. The advising office is also responsible for responding to inquiries by the student and documenting the student's wishes in APLUS, should they make those known, and communicating those with the SDP group collegiate representative.

All Administrative Degree Clearance situations will be reviewed on a case-by-case basis. Any student that responds to requests from the collegiate adviser with rationale to delay graduation will be reviewed by a central committee. Final approval will reside with the Vice Provost of Undergraduate Education.