PROCESS OVERVIEW DOCUMENTATION

Degree Posting

Process Name: Degree Posting

Umbrella (Uber) Process: Degree Certification

Purpose: To record the completion of a degree to the student record.

Description of the process: After reviewing the record for credits and GPA add a COMPletion row to the Student Program/Plan page and any honors to the Student Degrees page and/or Honors and Awards page.

Related rule, policy, etc. and source(s):

Related processes and/or documentation:
G:\ENMG\Registrar\SIS\Process Management\SEW\Process & program documentation\Degree and Diploma\Graduation processing using population select.docx

G:\ENMG\Registrar\SIS\Process Management\SEW\Process & program documentation\Degree and Diploma\Graduation processing using student select.docx

Process Owner: Susan Wright

RO Customers:

Customer	*Included*	*Excluded*	*Notes*
Schools & Colleges	X		
Graduate Departments	X		
EM	X		
Students	X		

Process Milestone Dates

Process Start: right after grades are posted for the term or session
Process End: deadline date set by Registrar's Office
Other Milestones: NYSED2 reporting July 1st each year.

Dates/timeframe/frequency

	Choose the one that describes frequency best. Enter 'X' or a brief explanation. Highlight in yellow the months in which this activity occurs											
Every Day												
Every Week												
Every Month												
Before Fall Term												
Before Spring Term												
Before Summer Term												
Beginning of Fall Term												
Beginning of Spring Term												
Beginning of Summer Term												
End of Fall Term	X											
End of Spring Term	X											
End of Summer Term	X - summer term includes 2 degree dates, 1 at the end of summer session 1 June/July, the other in August											
Specific Date												
Specific Months	JAN	FEB	MAR	APR	MAY x	JUN x	JUL x	AUG x	SEP	OCT	NOV	DEC x
Peak Periods												
Other												

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Degree Posting

Volume (approx.) Fall __1000_____ Spring __5,000_____ Summer ___500_____

Estimated Effort (in total hours or days)
Approx. 5 minutes per degree posted

Estimated Duration (over the course of how many days, weeks, etc):
Entire process of posting all degrees for a May degree date can take 4-5 weeks as this is the date with the highest number of completed degrees. The other dates are less for the initial posting. Late degree certifications continue after those initial surges. Degree posting is a year-round activity.

Dependencies: The academic calendar must be updated to include the degree confer date. All classes and grades must be on. All flag petitions must be processed.

Processing Deadlines: Late adds & drops, grades, flags all must be processed prior to creation of the certification lists that are sent to the colleges. All forms for a specific student must be processed before the college certifies the individual degree.

Outcomes/Output: The completed degree appears on the transcript and the diploma can be ordered.

Constraints: System must be up and available for entry.

Security needed to perform process: HRSA Student Records update access with program action COMP.

Notes, comments:

BUSINESS CONTINUITY

Hardware, software, systems connectivity, equipment requirements:
Computer with keyboard, mouse and monitor, printer available, internet access, PeopleSoft HRSA, telephone

Supplies:
Received stamp, processed stamp, pens

Space needs (if applicable):
Desk space to work on hard copy report

Chart or Table (if helpful to illustrate process - optional):

********** DOCUMENT REVIEW HISTORY **********

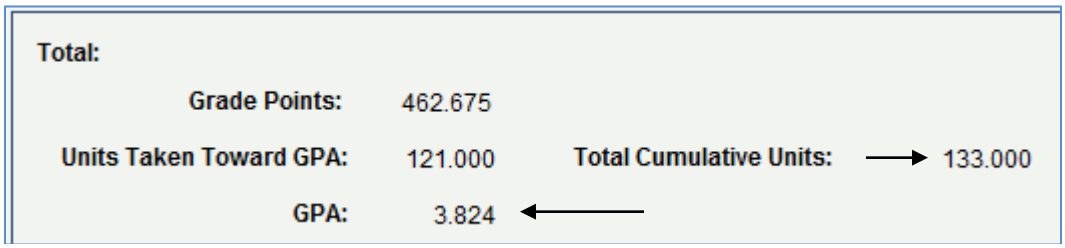
Date document created and drafter's initials: 5/2/11 – SEW

Review and/or Revision dates and Reviewer's initials: 6/14/12 – SEW, 12/4/12 – SEW, 4/9/13 – SEW, 2/24/14 SEW

BASIC STEPS:

1) Stamp incoming completed certification lists and memos with the date received.
   - Processing is done in the order received as much as possible.

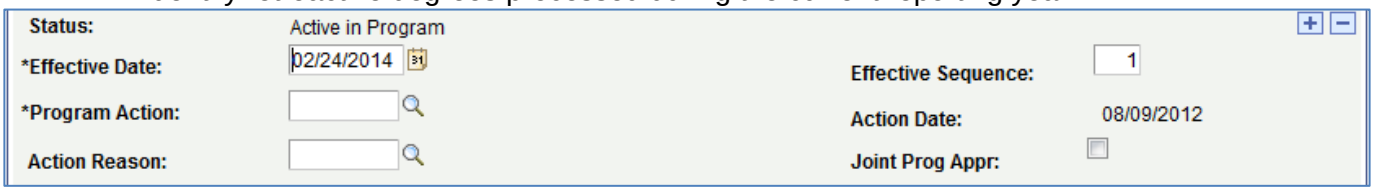
2) Review the total credits and GPA on Records and Enrollment > Student Term Information > SYR Grade Inquiry, Syr Cumulative Statistics tab. The totals are at the bottom of the page.



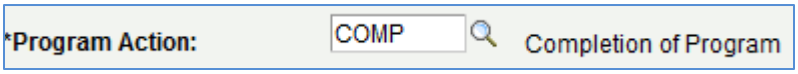
   - Note any differences between the current data and the report on the report or memo.

3) If the credits and GPA meet the minimum requirements, go to Records and Enrollment > Student Program Plan.
   - If they do not, contact the home college to inform them of the discrepancies.
   - The degree cannot be posted if the minimum requirements are not met.

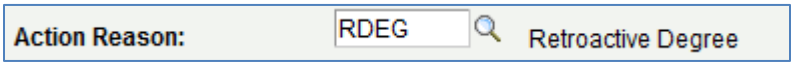
4) On the Student Program tab insert a new row. The effective defaults to today's date.
   - Do not change the effective date unless the award is for a prior graduation date and the particular program or plan is no longer active.
   - For those cases use the actual degree date. This may necessitate changing the effective dates of the prior row(s) to dates immediately prior to the degree date.
   - For those cases also add the Program Action Reason code of RDEG. This allows OIRA to identify retroactive degrees processed during the current reporting year.



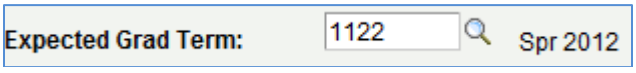
5) Enter program action of COMP.



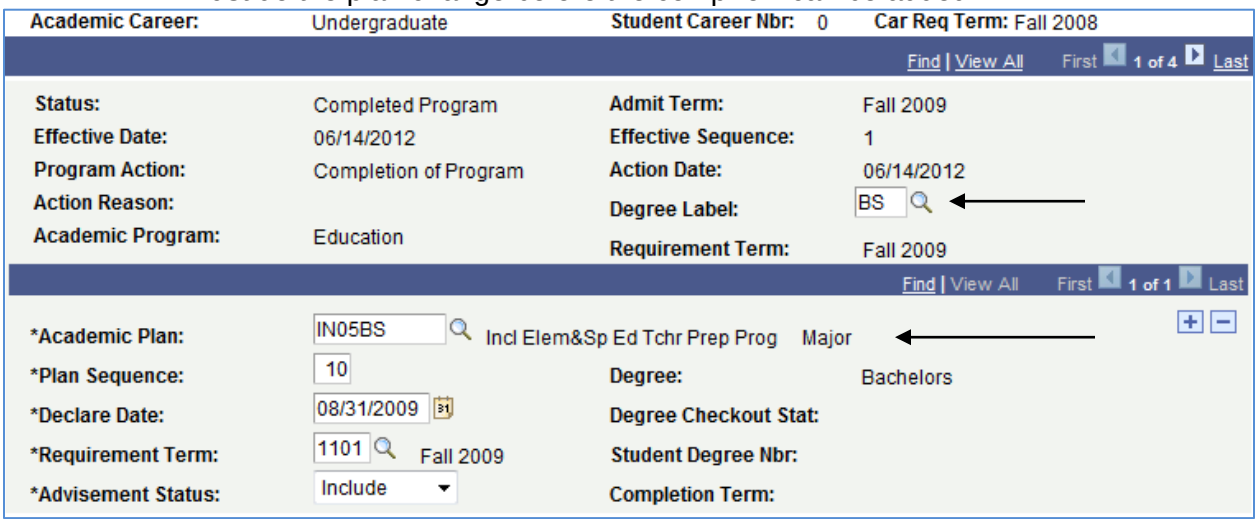
   a) If program and/or plan are currently inactive and the degree is retroactive to a degree date prior to this reporting year and the actual degree date must be used, enter program action reason of RDEG.



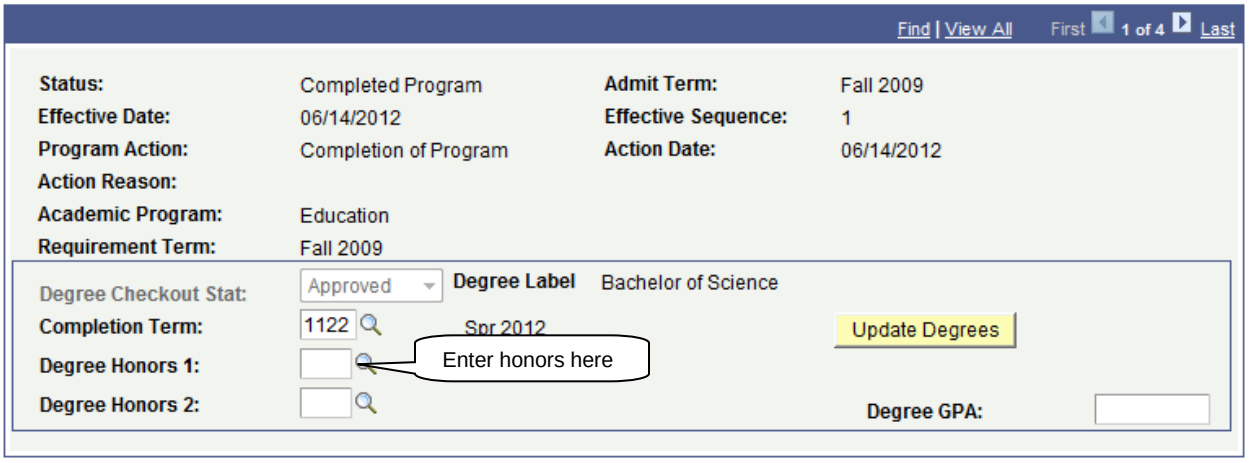
6) Ensure that the Expected Grad Term is the correct term for this certification.
   - If it is not, change it to the certification term.



7) Go to the Student Plan tab.
   - Review the degree label to ensure that it is correct.
   - If not, change it to what is being certified.
   - Review the plans to ensure that all plans on the cert list match what is on the plan page.
     - If the plans do not match the cert list, cancel this edit and contact the college. They must do the plan change before the comp row can be added.

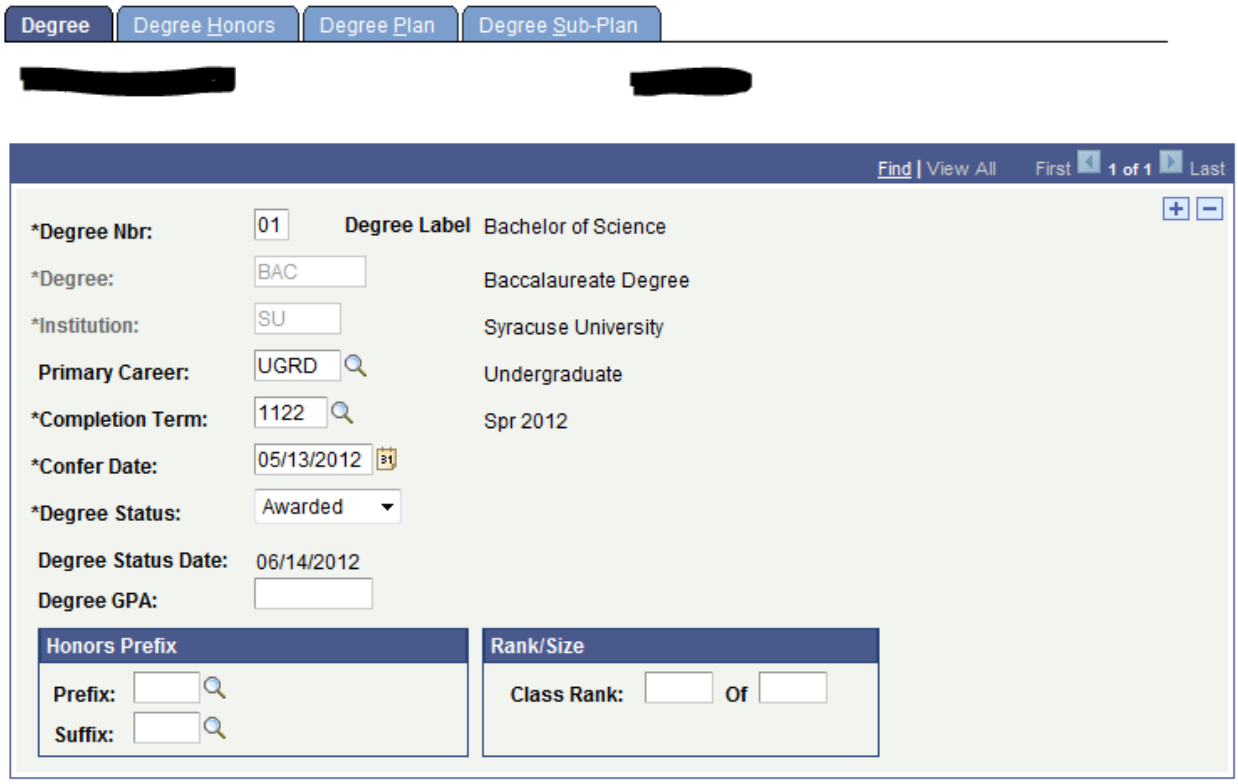


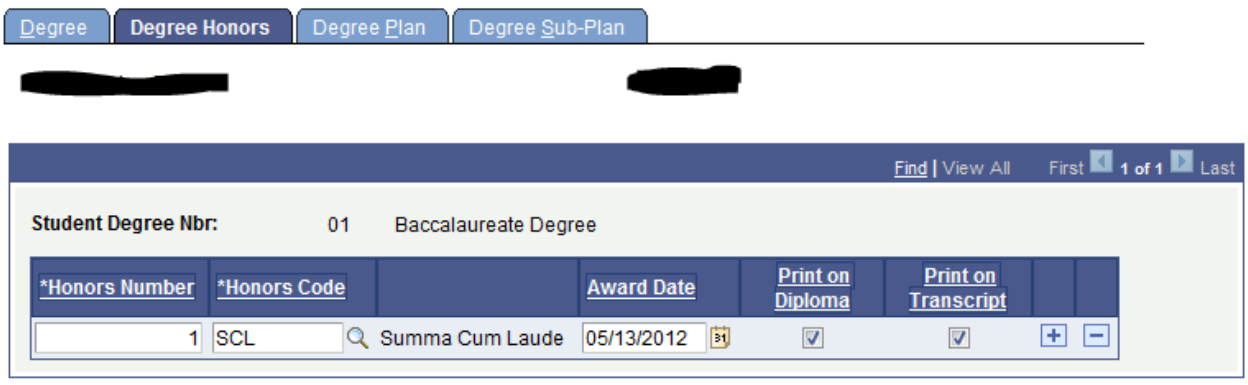
8) Go to the Student Degrees tab.
   - The degree checkout status will have changed from Applied to Approved.
   - If the undergraduate or law student is receiving university honors (CL, MCL, SCL) enter this in the Degree Honors 1 field. Graduate students do not get honors of any kind.
   - See table below from Academic Rules defining University Honors.



9) Press the Update Degrees button.
   - This will change the Degree Checkout Status from Approved to Awarded.

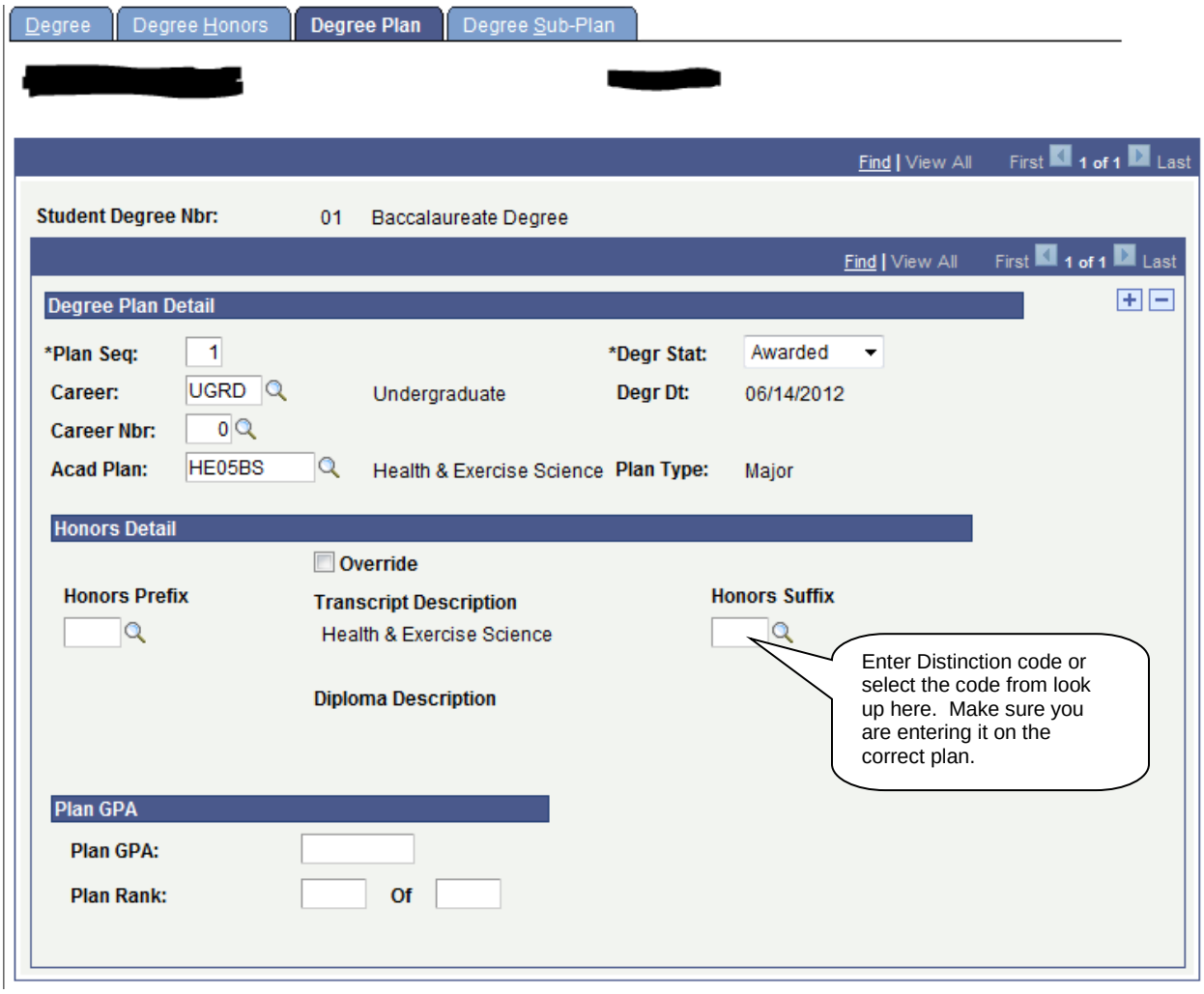
10) Go to Records and Enrollment > Graduation > Student Degrees to verify that the degree date and honors are correct.





11) If the student is being awarded Distinction for a plan add this on the Degree Plan tab.

- Student has the DIST student group and DIST is circled. Plan receiving distinction must be written in the box.
- Select the correct honors code from the look up on Honors Suffix for the specified plan.
- We do not use an Honors Prefix.
- If the student has the DIST student group and nothing was selected contact the college to determine if distinction should be awarded or removed.

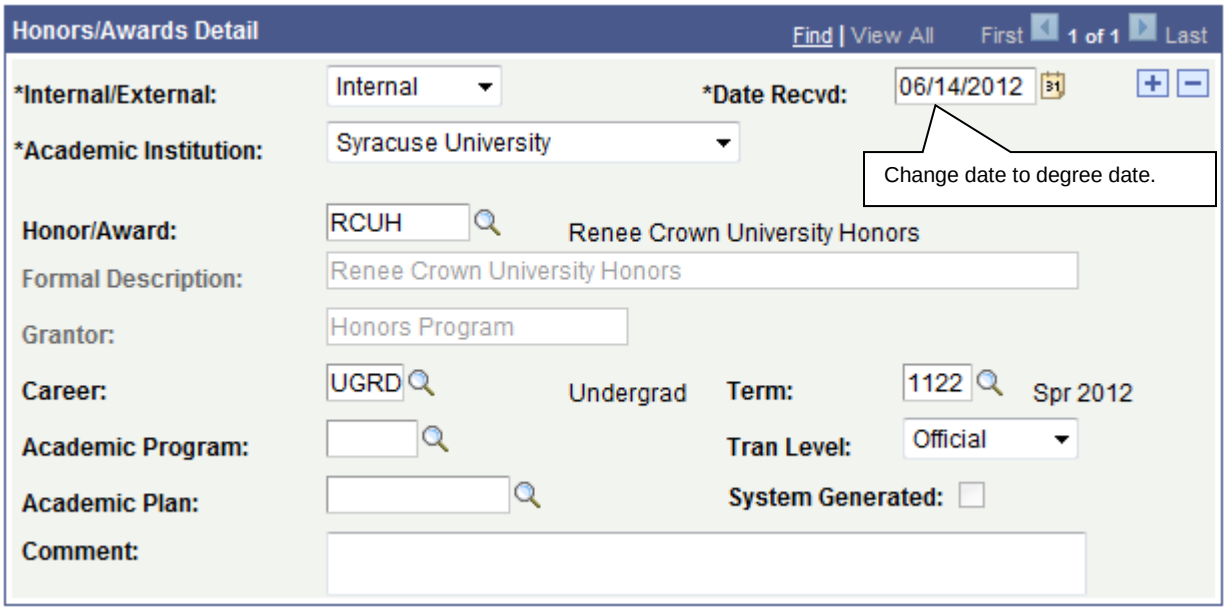


12) If the student is receiving Renee Crown University Honors (the student has HNRT student group and RCH is circled in the honors box) go to Records and Enrollment > Graduation > Honors and Awards to enter this honor.

Required fields are (screen shot below):

- Internal/External – Select Internal
- Date Recvd – change date from today to degree date
- Honor/Award – enter RCUH or select RCUH from the lookup
- Career – enter UGRD
- Term – term for which the degree is certified
- Tran Level defaults to Official – do not change it

If the student has HNRT student group and nothing is circled in the honors box contact the college to determine if the honors were missed or should be removed.



University Honors

You will receive your degree with University honors if your cumulative GPA meets the following standard:

GPA Requirement

Cum laude	3.2 for Architecture
	3.4 for all other colleges
Magna cum laude	3.5 for Architecture
	3.6 for all other colleges
Summa cum laude	3.8

Cumulative GPA requirements for honors must be equal to or greater than those noted above; no rounding up is permitted. A minimum of 60 credit hours taken at SU is required for honors. Generally, physical education courses and ROTC credit are not included in calculating honors. Check with your school/college dean's office to determine how your GPA will be determined.

School/College Rule

Arts and Sciences, Information Studies, and Management	University honors is based on a minimum of 60 credit hours of letter-graded courses taken at SU.
University College	Associate's degree recipients are not eligible for University honors.