Contents

Graduation Application Overview

Summary of the Graduation Application Process

Students apply for graduation via MyCSU. This is under forms on their student tab. Graduation applications ready for your review will be available to you in a folder that you can access in MyCSU. **All advisors must complete their review within one week of the graduation application submission**. Once you complete your review (approve or reject), the application will automatically route to the next predetermined folder. If rejected, the advisee will be notified via email. If approved, the application is routed to the Office of the Registrar for final auditing. This system increases efficiency and accountability. We can also see where a graduation application is located throughout the entire process.

How Does the Approval Process Start?

The Graduation Application begins with communication between the student and the Academic Advisor. The advisor and student should review the advising worksheet to discuss the student's individual graduation plan. Students should register for their remaining courses during the meeting to ensure graduation eligibility. All degree alterations (course substitutions, waivers, transfer credit, incompletes, Independent Study, etc) should be discussed and submitted with appropriate signatures.

After the advisement session is completed, the student is ready to apply online through MyCSU.

Tip: It is the responsibility of the advisor and student to verify the program requirements are accurate and pending completion of student's degree. View students advising worksheet on your faculty tab.

After the student completes the application online via MyCSU, the student and advisor will receive an email notification.

Roles of Approving Graduation Applications

There are two main roles as it relates to approvals. It is important to understand both of them.

Academic Advisor: The first "stop" for the graduation application is with the Academic Advisor. This is the first 'primary' advisor listed for the student. If needed, the primary advisor should discuss and collaborate with any additional advisors, chairs, or deans before approving/rejecting application. The academic advisor should review the graduation application and the entire advising worksheet including all majors, minors, and emphases. The academic advisor will choose to approve or reject the application. The application will route forward based on the decision.

Tip: Before approving, student should be registered for their final term. Students should only apply to graduate for the term they expect to complete degree requirements.

Tip: **If any degree alteration paperwork is in circulation but not quite ready to be submitted: The advisor will notify the Assistant Registrar by leaving a comment on the application or by emailing the Assistant Registrar directly**.

Tip: If a student still lacks courses to satisfy their degree requirements after the advisement session, the advisor will notify the Assistant Registrar by leaving a comment on the application or by emailing the Assistant Registrar directly with the graduation plan.

Tip: The minimum hours required to graduate is 125. If a student has taken MATH 099 OR ENGL 099, a minimum of 129 hours is required. If a student has taken both MATH 099 AND ENGL 099, a minimum of 133 hours is required.

Tip: The number of general elective credit hours required vary for each student. Elective hour totals can vary due to different major and minor combinations, double counting courses, repeats, transfer credit, and which classes are taken for LAC:CORE. General Electives are courses that apply to the overall credit requirement for the students degree, but does not meet any specific requirements for declared majors, minors, or emphases. Some students will need to take courses beyond their major or minor to meet the 125, 129, or 133 credit requirement.

Tip: **Ensure courses for online students are 'current' and not in 'reserved' status.**

Office of the Registrar: If the Academic Advisor approves the application to go forward, it will be routed to the Assistant Registrar for final review. The Assistant Registrar will choose to approve or reject the application and route forward based on the decision. The Assistant Registrar may reject the application if the student does not meet the graduation requirements of their degree. In the end, a final determination will be made and the student will be notified via email.

<div align="center">WorkFlow Application Overview</div>

Logging into WorkFlow

Login to MyCSU, click the 'Faculty' tab, click 'Student Advising' on the left, you will see EX FormFlow-Workflow on this page.

**EX FormFlow - Workflow**

You have 1 Documents to review.

Once you successfully login to the system, the workflow will display available applications to review in the 'graduation application folder'.

The application will move to the next predetermined folder.

Understanding Stages

The graduation application has 4 stages within the workflow application: Approval Advisor, Returned, Approval Registrar, and Complete.

Approval Advisor: The Academic Advisor needs to review and approve or reject application.

Current Stage
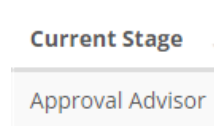
Approval Advisor

Returned: The Academic Advisor rejected graduation application.

Current Stage Returned

Approval Registrar: The Assistant Registrar needs to review and approve or reject application.

Current Stage Approval Registrar

Complete: The Academic Advisor and Assistant Registrar approved graduation application.

Current Stage Complete

Tip: **If the graduation application is rejected by the Assistant Registrar, the document deletes from the workflow. Student and advisor are notified via email.**

Graduation Application Form

Reviewing Application for Graduation

All Graduation Applications needing review will appear in the 'Application for Graduation Form' folder.

Click on 'view' to open the graduation application.

You will see the information the student submitted.

Review application to confirm the selected graduation year and term is correct.

Once you review the students advising worksheet and make a decision, you will click 'Approve' or 'Reject' at the top of the application.

Manage for	Myself	Approve	Reject

The action will appear at the bottom of the application.

Workflow Files/Comments

Date	User	Comment

Workflow Audit

Date	User	Track	Stage	Action	Message
10/12/2022 11:08:36 AM	Laura Amelia Rochester	Application for Graduation Form	Approval Advisor	Approve	Approved by Laura Amelia Rochester.

Or

Workflow Files/Comments

Date	User	Comment

Workflow Audit

Date	User	Track	Stage	Action	Message
10/12/2022 3:51:46 PM	Laura Amelia Rochester	Application for Graduation Form	Approval Advisor	Reject	Rejected by Laura Amelia Rochester.

Once you complete your review in the workflow application, the graduation application will no longer be in the 'graduation application folder' since it has been routed elsewhere.

How to Leave a Comment and Upload a Document

Before clicking 'approve', you can leave a comment or upload a document for the Assistant Registrar to view.

Manage for	Myself	Approve	Reject	Add Comment

Comments

File
Choose File No file chosen

Save

To leave a comment:

- Click 'Add Comment'
- Type comment
- Click Save

You will see your comment appear at the bottom of the application.

Workflow Files/Comments

Date	User	Comment
10/12/2022 4:33:42 PM	Laura Amelia Rochester	Explain graduation plan for any remaining courses or other requirements. Upload any degree alterations, permission forms, etc.

To upload a document:

- Click 'Add Comment'
- Click Choose File
- Click Save

You will see your document appear at the bottom of the application.

Workflow Files/Comments

Date	User	Comment
10/12/2022 4:37:52 PM	Laura Amelia Rochester	Course Substitution Form.pdf

Tip: Leave comment and upload document BEFORE approving graduation application.

Tip: If you are rejecting a graduation application, DO NOT leave a comment or upload a document. The Assistant Registrar will not see the comment or document if you choose to reject. If needed please email the Assistant Registrar directly.

Making a Decision

One of the following decisions must be made within one week of the application submission.

By approving, you have evaluated the qualifications listed on the students advising worksheet and confirm the student is eligible to graduate. The student is registered for the final semester. You have notified the Assistant Registrar of any outstanding courses or degree alterations. The graduation application is ready for final auditing.

By rejecting, the student is not currently eligible to apply. Student cannot complete or be enrolled in all requirements for the degree during the semester they apply.

Graduation Application Flow Chart