Adviser Information - Graduation Review for Summer Graduates

Pre-Graduation Information for Students:
http://www.graduation.iastate.edu/undergrad

Application for Graduation:
Students should submit applications through AccessPlus. For more information:
http://www.graduation.iastate.edu/undergrad/undergrad-application

Application Deadlines:
Spring (May) - Friday before Thanksgiving break
Summer (August) - Friday before spring break
Fall (December) - Last day of May
Note: Applications will be accepted through the last day of the term of graduation.

Students Completing Academic Requirements Summer:
• Should not submit an application for Spring graduation if their intention is to participate in the Spring university undergrad commencement ceremony or college convocation/reception.
• March 1st students can begin entering attendance information through Access+ for the Spring university undergrad commencement ceremony and individual college convocations/receptions.
• To enter attendance information students should go to Access+ (student tab/Graduation/Diploma/Ceremony).

Adviser Early Degree Audit Review for Summer Graduating Seniors:
• An e-report will run before the term of graduation and then again on the night of the 10th day of classes. The report will list advisees who have applied for graduation and one of the following:
  1. All Requirements Met
  2. At Least One Requirement Has Not Been Satisfied
• Advisers should review degree audits for each of their advisees where At Least One Requirement Has Not Been Met is indicated.
• It is important that advisers check the degree audit e-reports before the term of graduation and after the 10th day of classes, for advisees who have applied to graduate but have not met graduation requirements.
• For more information regarding this e-report check the Academic Adviser web page:
  http://www.registrar.iastate.edu/advisers/ Select Graduation Info under Adviser Links, then Graduation – Early Review Link.

New On-line Graduation Review System:
• The Graduation Office will no longer be sending paper copies of Graduation Review Summaries to students and advisers.
• Advisees graduation status can be viewed by the advisee and adviser in AccessPlus under Faculty/Adviser Tab/Dept Advising Servs/enter student ID number/select Graduation Status

Graduation Evaluator Degree Audit Checks
• When a student applies for graduation their graduation status will indicate Active until the Evaluator checks requirements for that student.
• Graduation Evaluators will check through “not ok” degree audits for graduating seniors beginning the second week of the term of graduation.
• Students will be notified of their graduation status by email before midterm of the term of graduation and be able to review their graduation status in AccessPlus under (Student Tab/Graduation/Graduation Status) at anytime
• Advisers will be notified of their advisee’s graduation status by email only if there is a problem with the student’s graduation.
• Advisers can view their advisee’s graduation status in AccessPlus anytime (see above)
• Graduation Evaluators will update each student’s graduation status in AccessPlus as changes occur throughout the semester and will notify students and advisers by email.

Undergraduate Graduation Check List (information for current term graduating seniors):
http://www.graduation.iastate.edu/undergrad/undergrad-checklist
Graduation Evaluators:
LAS, Design, Vet Med Colleges:  Deb Lettow – email dsletto@iastate.edu or phone 294-2754
AGLS and Business Colleges:  Jenny Froyd – email jlfroyd@iastate.edu or phone 294-3632
Engineering and Human Sciences:  Jenni Keitges – email jlk@iastate.edu or phone 294-0770