

College of Liberal Arts Graduation Check Process – Outline for Faculty

- Beginning with Summer 2018, send all departmental grad checks to cola-gradcheck@wright.edu.
- All grad checks should go to this account only. Please do not cc the affiliated Academic Advisor, the student, or Brittany Erwin. This will cut down on clutter, students falling through the cracks, and unnecessarily long email chains.

- ALL emails must be submitted in the following, consistent template (I recommend saving this as an email signature – CaTS can show you how to do that):

Subject: Major Abbreviation, Relevant term Grad Check
(Example - SOC Summer 2018 Grad Check)

Body of Email:

- ***Student's Name:***
- ***Student's Major:***
- ***Last four of student's UID:***
- ***Courses that need to be completed within the major to be graduation-eligible (including any incoming transfer work – and that information must be specific with subject & course number, e.g. ENG 3140, etc.):***
- ***Any degree audit adjustments as a result of graduation checks that have been sent to cola-dars@wright and are in process:***

Pending successful completion of this semester's courses, the student has met the requirements of the major.

- **Emails lacking information will be returned for additional information.**
- This email account will be checked on a weekly basis and students will be notified as quickly as possible by their Academic Advisor. Explain this to students and let them know to expect longer waits during peak times.
- *During the hard deadline week, it will be checked daily.

Having grad. checks done early would be helpful – preferably before the end of the current term (e.g, for Spring 2018, have grad checks turned in by end of Fall 2017, etc.)

Reminders:

- The Advising office cannot process any approvals (or fill out the graduation certification) until they are registered. All requests for not-yet-registered students will be returned.
- Faculty are certifying only that the student will have met program requirements pending successful completion of their registered courses.
- CoLA Academic Advisors have final approval for graduation application access and pending eligibility.
- The grad check does not replace the degree audit adjustment process. Continue to send all degree audit adjustment requests to cola-dars@wright.edu. Academic Advisors reserve the right to require appointments in complex situations.