

## Degree list problems for candidates

Institute Requirements—technical	(scale of 1-7) [1=less; 7 most]	
Incompletes that need to be completed or petitioned off record (from online degree app. site & Institute audit)	6	20%
OXs that need to be completed for requirement (gleaned from Institute and dept. audits)	6	5%
Missing grades for required courses (from audits and term summaries at last minute)	7	2%
GIRs missing—technical (Institute audits and term summaries)	6	5%
<u>HASS distribution</u> (Institute audits and term summaries)	5	5%
HASS electives (Institute audits and term summaries)	4	2%
HASS Concentration Forms not filed or not recorded (Institute audits and term summaries)	2	15%
PE points missing (Institute audits , PE office and term summaries)	5	3%
Swim (Institute audits, PE office and term summaries)	5	3%
Units beyond GIRs deficiency (Institute audits)	7	1%
CIM deficiencies (Institute audits, CIM Office, and term summaries)	3	10%
Transfer/AP/ASE credit process & resolution (Info solicited from student)	6	2%
Wrong Major (student is fulfilling one program, is listed in another) (From online degree site and audits)	2	3%
Buckets for MEngers—moving courses into Grad Program to fulfill Institute units requirement for graduation (from online degree app site)	3	30%
Thesis units and thesis registration (from audits and Registrar's notification)	2	1%

Financial holds on graduation (From online degree app site; severe cases at end By SFS and Registrar.)	1-4	15-1%
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Dept. audit fixes:

Special topics from previous terms	2	1%
AUS, Dept. lab, UAP, or other requirements switches (audit fills in incorrectly)	6	1%
MEng concentrations— sub petitions that need to be filed and approved for subs, audit misreads.	3	2%
Delinquent theses, UAP's (not in by Due Date) and hang-ups for release letters for 6A theses	6	2%

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30% degrees are approved after the first cut. Another 35-40% approved second round....quickly fixes & resolved. The remaining 30 take longer to resolve (filing and getting petitions approved, transfer or advanced credit processing, **getting students to respond to me** with a plan for completing requirement.

Problem identification immediate—at a glance. Problem resolution is work intensive.

Timetable:

Mid-late February (right after Feb. candidates have graduated), we begin work on the June candidates.

Batch emails are sent to students notifying them of projected Institute deficiencies (Incompletes, Units Beyond, GIRs—technical and HASS, the HASS concentration proposals and completion forms, CIMs, Swim test, PE points. We start on resolving Institute requirements.

Mid-Feb to Add Date (3 weeks)= Bucketathon

Post-Add Date to Drop Date—We get the projected audits and start communicating with students to get individual deficiencies resolved.

Post-Drop Date—dealing with the more problematic 10%.

Post-term summaries/thesis and UAP deadline—dealing with 15-20% of problems.

June 2013 degree list:

--272 students filed SB applications that required action (247 actually graduated with SB)

--90 students filed MEng applications that required action (66 actually graduated)

Total of 362 applications that were worked on.

June 2014---we currently have 392 total seniors, 165 MEngers (projected applicants SB 315, MEng, 105, Total 420

Technological assistance would help in the following areas:

--Click link from student's email address in our database into open email window (without having to retype address)

--Download the list of graduated students from Registrar's database into our dept. database.

--Any way of having the dept. required courses that are OX, Incomplete, Missing grade appear on dept. audit as such?

Please note: Over the years and the span of several curricula, I have streamlined the degree application approval operation into an extremely efficient set of processes and procedures where we minimize the number of problem cases that need to be addressed at the final clearing for graduation, so that the end only the real, end of term problems get resolved. The department audit problems are minor and easily resolved (as opposed to what it was like some 13 years ago!) and I whenever I need assistance on anything having to do with the database, I get it immediately.