Title/Nature of Proposal: Modification of the Current Graduation Participation Policy

Author(s) of Proposal: Dr. Mary Wanza and Margaret W. Turner

Department/Program: University Graduation Comm. Presenter: Dr. Mary Wanza & Margaret W. Turner

Preliminary Approval:

Chairperson for Graduation Committee: [Signature] Date: 3/28/10
Division Dean: Date

Curriculum Committee:

Agenda Committee: [Signature] Approved: 3/28/10 Disapproved
Curriculum Committee: [Signature] Approved: 3/28/10 Disapproved

Provost & VP for Academic Affairs:

[Signature] Approved: 4/9/10 Disapproved

VPAA's Signature: [Signature] Date: 4/9/10

Comments:

President:

[Signature] Approval: Date
Disapproved: Date

President's Signature: Date

Comments:

Copy sent to Chairperson of Curriculum Committee: Date 4-9-10
Copy sent to Program, Department, Division: Date 4-9-10
Copy sent to Enrollment Management: Date 4-9-10
Copy sent to Registrar: Date
COURSE/ POLICY PROPOSALS

1. **Name of Presenter(s):** Representative for Graduation Committee

2. **Name of proposed Instructor(s):** Not applicable.

3. **A modification to current graduation participation policy.**

   An eligible candidate for participation must have:
   - Successfully completed all University's graduation requirements (the semester prior to the ceremony) or
   - must be currently enrolled in all of his/her University's graduation requirements listed below during the semester or session of the ceremony

   University's Graduation Requirements:
   - successfully completed all general education requirements, major requirements, minor requirements, concentration/track requirements, electives requirements, and University requirements
   - earned at least 120 credits or more at the conclusion of the semester or session of the specified graduation date
   - earned at least a 2.0 or higher grade point average
   - departmental exit assessment

   Participation in the Commencement Ceremony:
   A candidate who qualifies for graduation during the semester or session will participate in the ceremony outlined below:

<table>
<thead>
<tr>
<th>Semester or Session</th>
<th>Ceremony</th>
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<tbody>
<tr>
<td>Winter</td>
<td>Spring</td>
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<td>Spring</td>
<td>Spring</td>
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<tr>
<td>Summer I</td>
<td>Winter</td>
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<td>Summer II</td>
<td>Winter</td>
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<tr>
<td>Fall</td>
<td>Winter</td>
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   A student must complete the appropriate graduation application and pay all non-refundable fees by the deadline posted in the academic calendar.

4. **Specify semester and year of implementation.**
   Effective: Fall 2010

5. **Policy description of the proposed course.** Not applicable.
6. **Number of students**: Apply to all students

7. **Mode(s) of instruction**: Not applicable.

8. **Types and methodology of student evaluation**: Not applicable

9. **Justify the need**
   - Improve the University's graduation rates
   - Students misunderstand the difference between participating in the graduation ceremony and the actual earning of the degree
   - Participating students fail to return to complete remaining requirements for conferment of degrees
   - The University's Image is misrepresented in that a large number of students are participating in the ceremony versus the numbers of students that are reported to Maryland Higher Education Commission as graduates
   - Students fraudulently misrepresent themselves to potential or current employers as University graduates
   - Legal ramifications of students participating in the ceremony and not completing the requirements to receive their degrees

10. **Relations to other courses**: Not applicable

11. **Special needs**: Not applicable

12. **Planned pattern of offering**: Not applicable

13. **Anticipated make-up of class**: Not applicable

14. **Anticipated enrollment for the year of implementation to two years after implementation**: Not applicable

15. **Courses with low enrollment in the Department's last year**: Not applicable

16. **Detailed course outline and bibliography**: Not applicable

* Proposals for major, minor or area of concentration must be presented in accordance with the Board of Trustees' format. (See Academic Program Review, Policies & Procedures, September 1981.)
This message is being sent on behalf of Dr. Marcella A. Copes, Interim Provost and Vice President for Academic Affairs

COPPIN STATE UNIVERSITY
Office of the Provost/Vice President for Academic Affairs
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TO:       Deans and Chairs
FROM:     Marcella A. Copes, Ph.D.
          Interim Provost/VPAA
DATE:     May 27, 2010
SUBJECT:  New Undergraduate and Graduate Application Process for Graduation

In an effort to increase the graduation rates and facilitate the graduation process, the Deans agreed that the application for graduation process should initiate in the academic departments. The undergraduate and graduate applications will be placed in appropriate departments, effective fall 2010.

The justification for the change in procedures is outlined below:

- With the implementation of the academic advising holds, faculty advisors and chairpersons will be able to schedule regular advising appointments.
• Faculty advisors and chairpersons will be able to establish a better rapport with their advisees.
• Faculty advisors and chairpersons will be able to access and evaluate the academic records of their advisees to determine the requirements needed for graduation.
• Faculty advisors and chairpersons will be able to estimate the time frame that their advisees will need to complete the final requirements for graduation.
• Faculty advisors and chairpersons will be able to improve the time to degree, thereby increasing the graduation and retention rates.
• Faculty advisors and chairpersons will be able to decrease the number of times that students have to apply for graduation and pay the application fee.

Effective the fall 2010 semester, the undergraduate and graduate applications for graduation will be placed in the departments. The faculty advisors will be responsible for the following:
• advising students of graduation requirements which include general education requirements; major/minor and elective requirements; University requirements; credit requirements; and GPA requirements.
• advising students of the graduation process.
• advising students when to apply for graduation and of the application deadlines.
• advising students of the commencement ceremony.

The applications are being printed and will be disseminated to the departments as soon as they arrive from the printing company. The faculty and Department Chairs should contact their Dean if they have questions.

CC: Dr. Margaret Turner