Progress Toward Degree: 90- Hour Audi t
(Undergraduate Graduation Application Process)

Stage I: Initiating the Process

1. The Office of the Registrar will send an email to students with 90+ hours to apply for Progress Toward Degree in self-service. The email will include clear instructions and contact information for help.

2. The student will submit their Progress Toward Degree (Graduation Application) through myUCA (Self-Service).

Stage II: Curriculum and Status Check

1. The Office of the Registrar begins review of applications with the SO (Step One) status code. The Office of the Registrar will check curriculum—major, minor, and bulletin year—and run a Forgive / Repeat Audit for duplicate work (transfer and institutional). These functions support Degree Works.

2. The Office of the Registrar will update the status from SO to ER (Error on Application) or move on to conducting the audit. The ER code means there is an error with the curriculum record. The Office of the Registrar will work with the student to resolve any error.

> The status updates can be viewed in Degree Works under "Graduation Status" or in Self-Service at Academic Transcript and " View Application to Graduate-Undergraduate"

Stage III: 90-Hour Audit

1. The Office of the Registrar runs Progress Toward Degree 90-hour audit (a full audit). Notes:

> If the student seems deficient in any area, the Graduation Team will search for substitutions or courses that can crossover (dual degree, double major, Degree Works error, etc.) to make sure there isn't something being overlooked.

2.

> We will update the status to PN (Pending) if the student will meet their degree requirements with completed and in-progress courses.
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> We will update the status to LR (Lacking Requirements) if the student has not fulfilled all requirements.
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> If the student is at risk of not having a sufficient GPA (major, minor or overall), we will update the status to GP (GPA alert).
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> If the student has notified us that they are taking transfer courses, we will update the status to TR (Transfer Credit Needed). If there is an X grade on their record, we will update to XG (Incomplete Grade).

Stage II: Communication for PN , LR, TR, XG & GP

1. For students with PN status, the Office of the Registrar will email the PN status results to the student. The Office of the Registrar will also email commencement information (once available) to the students with PN status.

2. audents

If it is determined the student will not meet requirements for the term of graduation, the Graduation Team will CN the application and submit a new one for the correct term.

Students with AW will be emailed regarding the completed process and degree award.

Students with NC will be notified along with their advisor and department chair the audit results in an attachment with an explanation of the deficiencies. If the student is registered in the remaining deficiencies, the Graduation Team will submit a new app for the correct term.

If the student has a graduation application status of NC (Degree Not Completed) without future enrollment, we will inactivate the application and the student will have to reapply.

When we receive a Term Change Form, the status is updated to CN (canceled). We cancel the application to capture the history for Financial Aid and the Graduation Team resubmits an application for the correct term.