# WHEN TO UPDATE A STUDENT’S GRADUATION STATUS

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision History</td>
<td>2</td>
</tr>
<tr>
<td>Introduction and Purpose</td>
<td>2</td>
</tr>
<tr>
<td>Impacted Departments, Units, Programs, and Centers</td>
<td>2</td>
</tr>
<tr>
<td>Before You Begin</td>
<td>2</td>
</tr>
<tr>
<td>Forms</td>
<td>2</td>
</tr>
<tr>
<td>Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Steps</td>
<td>3</td>
</tr>
<tr>
<td>When to Update Graduation Status</td>
<td>3</td>
</tr>
<tr>
<td>Final Quiz</td>
<td>3</td>
</tr>
<tr>
<td>Exercises</td>
<td>3</td>
</tr>
</tbody>
</table>
INTRODUCTION AND PURPOSE

The purpose of this document is to explain when and how Academic Advisors should track their students’ graduation status. An expected graduation date auto-populates by a C&C job at the time a student matriculates. Academic advisors may update this date as appropriate for each student. This date shows on a student’s enrollment verification, is reported to the National Student Clearinghouse and is critical to several campus offices for their procedures and interactions with students.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. It is vital that the expected graduation date, term, and year are maintained on a student’s record for enrollment verifications and reporting purposes.
2. The expected graduation date, term, and year auto-populate by a C&C job at the time a student matriculates to a program. This date varies by degree and major. The date is always the last day of the term per the academic calendar.
3. Academic Advisors are responsible for maintaining the expected graduation date, term, and year following the auto-populated date.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Advisors
2. Graduate Division Academic Affairs Office
3. Medical School Student Affairs Office
4. Registrar’s Office
5. Financial Aid
6. Career Center

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner (https://bannersbxe.ucr.edu) to follow along.

FORMS

- SGASTDN
- SHAGAPP
PROCEDURES

STEPS

1. For detailed instructions on how to maintain a student’s expected graduation date, please see the “Graduation: Expected Graduation Date” training document here: http://ucrbanner.ucr.edu/training/training-documents.html.

WHEN TO UPDATE GRADUATION STATUS

1. Academic Advisors should assess and contact, as necessary, their group of students at the end of each quarter in order to keep the Graduation Status section of the SGASTDN form updated with the most current information. Use the Student Data Query System (SDQS) to pull a list of your students and their expected graduation term to assist you.

2. If an Academic Advisor receives information that changes a student’s Expected Graduate Date, the Graduation Status section of the SGASTDN form should be updated as soon as possible.

3. Check SHAGAPP for an active application to graduate for the same degree objective you are updating. If the updated Expected Graduation Date conflicts with graduation application information, please notify Graduate Academic Affairs.

FINAL QUIZ

1. When should Academic Advisors update a student’s Graduation Status?
   a. Academic Advisors should review their group of students at the end of each quarter and update Graduation Status as necessary. They should also update Graduation Status immediately upon receiving information that changes a student’s Expected Graduation Date.

2. True or False: You must manually enter the Graduate Year.
   a. False. The Graduation Year auto-populates based on the Graduation Term.

3. What would the Graduation Year be for a student who is graduating in Spring 2017?
   a. 2016

EXERCISES

1. Locate a current student in Banner. Record that the student will be graduating in Spring 2017.