Apply to Graduate Impact and Potential Issues

When a student applies to graduate

1. The first step in the process is for the student to select the version of their curriculum that they are going to apply to graduate with.
   a. The student should be presented with a list of terms which represent the last time a change has been made to their curriculum and/or the most recent term they were enrolled in classes in a degree seeking program.
   b. Assuming that a student is applying to graduate in a future term in nearly all situations the student should select the most recent or future term available to them so that a degree record is created with most current version of their curriculum as it exists in SFAREGS.
   c. However there may be issues if student is applying to graduate for the current term after the first two weeks of classes and a curriculum change has also been submitted for this student after the first two weeks.
      i. The reason being is that curriculum changes are processed on the same schedule as CODOs for census purposes.
      ii. So if an advisor submits a curriculum change for student, such as dropping minor, in the third week of classes this change will be made effective for the spring term.
      iii. However if the student then attempts to apply to graduate for the fall term they will be presented with the choice of selecting a fall term version of their curriculum which is not accurate because the minor will still be present in SFAREGS and they cannot select the more accurate spring version of their curriculum to be used as the basis of their degree record in fall term, because spring is the future.
      iv. This is an issue because the student’s curriculum in SFAREGS and the curriculum in their degree record (SHADEGR) must be in synchronized in the term the student graduates for two reasons.
         1. Firstly, theses must match for reporting and record keeping purposes.
         2. Secondly, myPurduePlan handles students with a degree record differently than those students without a degree record.
            a. Prior to the creation of a degree record MPP pulls its curriculum information from SFAREGS in order to create the worksheets.
            b. However once a student has a degree record MPP pulls its curriculum from this record in Banner since this is where degrees are actually awarded from and thus this is the curriculum that should be audited.

So returning to our scenario where a student is applying to graduate in the current term but the curriculum versions available to them to apply to graduate with are not accurate or what the student is actually going to be able to complete by the end the term for which they are applying. The best solution is to avoid this scenario all together by keeping the student’s curriculum in SFAREGS as up to date as possible so changes are not being made after the first two weeks of the student’s last term. But alas students are fickle and not always completely honest with themselves with what they can reasonably accomplish in their final terms. There are a couple different ways we can approach this situation depending on what has already transpired.
1. If it is after the first two weeks of the term and a student has not applied to graduate and the advisor knows the student plans to apply to graduate that term but a curriculum change needs be made in order for the student to meet degree requirements then
   a. the advisor needs to use the notes section in the online change of curriculum request tool to notify the Registrar’s staff that the student will be attempting to graduate in the current term.
   b. We will then process the curriculum change for the current term rather than the next term and within 24hrs the student should be able to apply to graduate with the updated version of the current term’s curriculum.

2. If the student has already applied to graduate and a degree record has been created with an inaccurate curriculum
   a. then again a simple note in the notes section of the curriculum change request that the student has applied will suffice so that we process for the current term and update their degree record.

3. Lastly if it is discovered that a student has applied to graduate and a change request has already been processed for the next term please send an email to commencement@purdue.edu with a brief description of the situation and we will be happy to work with you to get all of the relevant records corrected and in sync.