Degree Applicants and Cancel Emails

Background

Each spring, summer, and fall, there is a group of students who applied to graduate, but do not satisfy all of their degree requirements.

These students, unfortunately, have their degree applications cancelled.

In the past, we have reached out to these students after Graduation Analysis has conducted final grade reviews and degrees have been conferred.

We realized we needed a more efficient way to contact students and advisors.

- Timing (when emails were sent, who was still on campus)
- Separate emails to students and to advisors
General guidelines for cancelling a degree application:

1. If a student has not satisfied all degree requirements, the degree and any other awards (e.g., minors and certificates) are cancelled.

2. If a student has satisfied all degree requirements but not the requirements for another award, the degree is conferred and any other awards (e.g., minors and certificates) are cancelled.

3. If a student has satisfied all requirements for only one degree (e.g., BA in English is complete but BS in Psychology is not), the student will be contacted before any actions are taken.
Working with ITS, we were able to develop a system to send out cancel emails to students and advisors in real time.

Emails included all POS that were on the degree application and all advisors were copied on the emails.

Each POS included a status update:
- Cancelled
- Eligible to be conferred
- Conferred
Dear Herky:

After a review of your academic record at the conclusion of the Fall 2016 session, one or more of your degree audits indicate that you did not satisfy the requirements needed to confer a degree or an award.

The following list indicates the status of any undergraduate program of study, or POS (major, minor, or certificate), from your degree application:

MINOR American Sign Language: Cancelled
BA Psychology: Eligible to be conferred

For any cancelled POS, please request a new degree audit through MyUI, review unsatisfied requirements, and contact your advisor to discuss possible options.

If the cancelled POS was a major, you will need to submit a new degree application via MyUI for the session in which you will complete remaining degree requirements.

If the cancelled POS was a minor or certificate, you will need to contact Graduation Analysis in the session in which you complete your remaining requirements for your minor or certificate to be awarded.

Sincerely,

Graduation Analysis – Degree Applications
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registrar-degree-applications@uiowa.edu
Feedback from students, advisors, and collegiate offices was very positive.

- In many instances, issues were able to be resolved before degrees were conferred

In Spring 2017, cancel emails will start going out after the end of session grade run when Graduation Analysis begins conducting final grade reviews (May 18-19).

In the future, we hope to be able to tailor the emails to include only the POS and advisor that was cancelled.

Special thanks to Cindy Dayton for her work to make this possible.
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Questions?