

Graduate Graduation Checkout

Instructions for Program Directors and Chairpersons

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This document describes the process for graduation checkout for graduate students during the semester they will graduate. The focus is on the steps necessary for program directors or chairpersons to complete. Note that these steps are required for a student to be approved to graduate by the Office of Registration and Records (ORR); if the proper steps are not complete, a student might not receive their degree on time.

Questions can be directed to the Associate Dean of the College of Graduate and Professional Studies (CGPS) or to the Graduate Education Systems Specialist listed on the CGPS website at <http://www2.indstate.edu/graduate/>.

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Overview

The following are the main steps that must be completed by the student and program director (or chairperson) as part of the graduation process. More details on completing pre-checks and final checks are given in the sections after this one.

Steps for Students

- **Transfer credit, substitutions, etc.** - Students should submit forms for transfer credit, course substitutions, course validations, and other exceptions **as early as possible** (i.e., transfer credit forms should be submitted during the first semester of study at ISU). The commonly used forms are at <https://www.indstate.edu/graduate/current-students/forms>. Each form has a portion to be filled out by the student, and portions to be filled out by the student's advisor, department chairperson, and/or dean's office. Completed and signed forms should be sent to CGPS.
- **Apply to graduate** - The online application for graduation is available in the student's portal starting **on the first day of classes for the semester during which they will graduate**. The instructions for students are at <https://www.indstate.edu/graduate/current-students/graduation-apply>. The application for graduation closes on October 1 during the fall semester, March 1 during the spring semester, and June 1 for the summer term. Students are automatically sent reminders to apply for graduation at multiple times during the semester.

Steps for Program Directors / Chairpersons

- **Advising and reminders** - Students should have approved contracts/programs of study as early as possible, typically during the first semester of study at ISU. Students should be reminded to submit forms for transfer credit, substitutions, etc. as early as possible.
- **Send to CGPS** - For students who need their program of study updated, or concentration declared, please send a list to CGPS as early as possible. You can use the "Change in Program" form from <https://www.indstate.edu/graduate/current-students/forms>, or send a spreadsheet with student names, 991 #'s, program of study, and concentration (if applicable).
- **Pre-check** - As soon a student submits the online application to graduate, an automated email is sent to the faculty member listed as the program director in banner. The email includes a link to complete a pre-check form for the student. The pre-check can be completed at this time, or the program director can log into workflow at <https://b-wf-002.indstate.edu/wfprod> at any time (note that the link only works while on

campus or logged into the ISU VPN) to see a list of students who have applied to graduate. All student pre-checks **should be completed by the program director within 2 weeks of when the application for graduation closes**. A reminder will be sent to all program directors and chairpersons by CGPS.

- **Final check** - Program directors login to workflow after final grades are submitted, and **should complete the final check form for each student within 3 days of the final grading deadline**. Reminder emails will be sent by CGPS.

Completing Pre-Checks - Basic Steps

1. **Email notification** - When a student applies for graduation, an email notification is sent to the program director of their program. The email will be from ISU-GradInfo@indstate.edu with subject "*STUDENT NAME* has applied for graduation". The email contains basic information about the student and a link that can be clicked to complete the pre-check.

Program directors can complete pre-checks as these emails are received, or wait to complete pre-checks closer to the date they are due.

2. **Log into Workflow** - Workflow is the program used to process the pre-checks and final-checks for graduation checkout. Log into Workflow by going to <https://b-wf-002.indstate.edu/wfprod> (note that the link only works while on campus or logged into the ISU VPN), or by clicking the link in the email described above. You will see a screen listing students who have applied for graduation.
3. **Click a student to process** - From the list of students in Workflow, click on a student to perform the pre-check for this student. This brings up a form listing the student's information, including degree program, and a sequence of questions to answer for the pre-check.
4. **Complete form, or save your work** - Fill in the information in the form. Check that the information is correct before scrolling to the bottom of the page to click "Complete". You can click "Save & Close" to save your work for later before clicking "Complete". Use the "Attach File" button to attach any supplementary files - see below for more information on attaching files, and which files may be attached. **Note that the student is sent a copy of the answers to the form after you click "Complete"**.
5. **Progress on form saved** - If you clicked "Save & Close", then the student you have worked on will be listed as "Performing" on the list of students.

Completing Final Checks

Completing Final Checks is very similar to completing Pre-Checks. The information entered for the Pre-Check is saved and automatically loaded when you are ready to complete the Final Check. Any information that has changed since the Pre-Check should be updated by the program director as the program director completes the Final Check (e.g., in-progress courses have been completed, dissertation has been defended).

Note that you should answer “Yes” to the final question on the form (“HAS THE STUDENT COMPLETED ALL REQUIREMENTS?”) and click “Complete” **only when all requirements have been complete**. Once these actions are complete, the student’s degree will be awarded, so we must be sure that all requirements have been completed. This means the Final Check should normally only be completed after final grades have been turned in.

What Students Might do Wrong

The following are common mistakes you should be aware of and look out for.

1. **Transfer Credit** - Students should submit the forms for transfer credit during their first semester at ISU, but many do not. Check with these students to make sure they submitted their transfer credit.
2. **Incorrect Program** - If a student has changed programs but has not updated this in the ISU system, an incorrect program could be listed. If so, the student SHOULD NOT submit the application to graduate until this is fixed. The student should contact their department to get the correct program listed.
3. **Missing Concentration** - If a student has declared a concentration (for programs that have concentrations) since being admitted, the concentration may not be present in the ISU system. If the student does not see their concentration listed when they apply to graduate, they SHOULD NOT submit the application until it is fixed in the system.

Pre-Check and Final Check - Important Notes/FAQ

1. **Who completes the forms** - When a student has applied to graduate, the student will show up in Workflow for both the program director AND department chairperson. Program directors should normally complete the Pre-Check and Final Check forms, but a chairperson can complete the forms if the program director is unable. **Note that once the program director or chairperson has clicked the link for a student, the student no longer shows up in the list for the other.** This means chairpersons generally

should not click the links unless the program director has asked them to. If a student needs to be switched from one person's workflow to another, the user who has the student in their workflow should click on the magnifying glass in their workflow list, and then click "Release". For example, if the chairperson clicks on a student but then wants the PD to perform the pre-check, the chairperson would do this to "release" the student to go back to the PD's workflow.

2. **Which students you see** - Program directors and chairpersons are specified in banner by program code. Students from programs that share a program code show up for all program directors listed in banner for that program code. If multiple programs in a department share a program code, program directors should make sure to only click on students from their program.
3. **What the form checks** - The form only checks that you have answered all required questions. If you try to click "Complete" when a required question has not been answered, an error is displayed telling you to enter the missing information. Note that **the form does NOT take student data from ISU's databases to perform any automatic checks**. You still must open the student's transcripts, check your own files on the student, etc. in order to answer the questions.
4. **Be careful** - Note that you will be automatically logged out of workflow if you are idle for 30 minutes, so you should click "Save & Close" if you are in the middle of working on a student and need to be away from your computer. If you are automatically logged out from being idle, you will lose unsaved work.
5. **Attachments** - The "Attach File" button at the bottom of the form can be used to attach files. Files attached during Pre Check remain attached for the Final Check.

The following can be attached if they have not been submitted previously:
program/contract of study, comprehensive exam completion, non-thesis or non-dissertation culminating experience form.

The following should NOT be attached, and should be submitted to CGPS separately from the Pre Check / Final Check process: transfer credit forms, course substitutions, thesis/dissertation paperwork (proposal, defense, committee), course validations, other exceptions, screen shots from banner.

6. **Non-Thesis or Non-Dissertation Culminating Experience form** - The Non-Thesis or Non-Dissertation Culminating Experience Form is available from <https://www.indstate.edu/graduate/current-students/forms>. The form is NOT needed if the program listing in the graduate catalog specifically lists the culminating experience that students complete (e.g., a specific research course, internship course, etc.). For example, the [Computer Science MS program in the 2016-2017 catalog](#) lists specific

courses that count as a culminating experience in that program. In that case, choose “Not applicable” to the question on the form about whether a non-thesis or non-dissertation culminating experience form has been submitted. If you are in doubt, please ask CGPS.

7. **If the student has NOT completed requirements** - If the student has not or will not complete degree requirements, you should complete the form, answer “No” to the final question (either “HAS THE STUDENT COMPLETED ALL REQUIREMENTS?” or “IS THE STUDENT EXPECTED TO COMPLETE DEGREE REQUIREMENTS BY THE GRADUATION TERM” - depending on whether this is pre-check or final check) and click “Complete”. **Clicking “No” and completing the form will automatically update the student’s status in ISU’s registration system and will allow the student to register for courses for the following semester.** If a student asks you to do this, please do so promptly so they can register for courses.
8. **After clicking Complete during Pre-Check** - Once you have clicked “Complete” on the Pre-Check, the student is no longer listed on your pre-check list. If you answered “Yes” to the final question (“IS THE STUDENT EXPECTED TO COMPLETE DEGREE REQUIREMENTS BY THE GRADUATION TERM?”), the student will appear on your Final Check list when the final check time period opens. If you answered “No”, the student is removed from your list.
9. **After clicking Complete during Final Check** - Once you click “Complete” on the Final Check, the student is no longer listed on your list at all. If you answered “Yes” to the final question (“HAS THE STUDENT COMPLETED ALL REQUIREMENTS?”) the student is added to the list of students to send to ORR to receive a degree. If you answered “No”, the student is removed from the that list.

Where to Get Information

Requesting Access

Some of the following applications require access to be granted or a new account to be created for you. For each of Banner, Argos, Blue Reports, you can request access by going to your ISU portal, the “OIT Service Center”, “Submit a Ticket”, choose role as “Faculty/Staff”, select “Network Services”, and put a description for which system you are requesting access for.

Transcript

Many of the questions asked on the Pre-Check and Final Check form are available by viewing the student's transcript. Note that you can view the student's transcript even if they are not listed as your advisee in the ISU system, as follows.

1. **Copy 991 number** - The 991 # is listed at the top of the Pre-Check and Final Check form.
2. **ISU Portal** - Log into the ISU portal in a separate window or tab.
3. **Faculty Self Service** - Click on the "Faculty Self Service" icon. You may need to click on one of the links on the bottom ("Home", "MyISU Apps", etc.) to see the icon.
4. **Advisor Services** - Click on the "Advisor Services" tab on the upper left of your screen.
5. **Transcript** - Click the "Transcript of Advisee" link at the bottom on the left. You are asked to select the term; select the current term and click "Submit". In the field "Student or Advisee ID", paste the 991 # you copied (including 991, not including any spaces or dashes). Click "Submit" again. The student's name is displayed, click "Submit" again. Click "Display Transcript".

Note that all courses taken at ISU are listed, but transfer work is not listed if proper transfer paperwork has not been submitted. Note also that the total number of earned credit hours and cumulative GPA are listed at the bottom. Courses in Progress are listed at the bottom until after the final grade deadline.

Banner

Banner is the computer system that stores information about students, curricula, etc. Most administrative assistants have access. Chairpersons and program directors can request access as well. Information about Banner is at <http://www2.indstate.edu/oit/faculty/banner.php>. The link to login is <http://banforms.indstate.edu:7777/prod>. Note that the Banner application is a Java application, and you may need to click through some questions to allow the application to run.

The following are screens in Banner that may be of interest to graduation checkout.

- SHATERM - lists transfer credit for a student.
- SHACRSE - is a concise listing of courses taken at ISU.
- SGASTDN - lists the program of study for a student.

Argos

Argos is a reporting system that chairpersons and administrative assistants can use to download lists of students with some information about each student. Information about Argos is at <http://www2.indstate.edu/oit/universal/argos2.php>.

One Argos report that might be useful is under “ISU \ Registration and Records \ External \ Departmental Tools \ Advisors/Advisees by department”. This report generates a spreadsheet that lists all students with their advisor in the given department, and some basic information is included for each student, including GPA, earned credits, and graduation application status.

The program director or chairperson can ask the department administrative assistant to run this Argos report (and others) to get a list of students in the department with their GPA and number of earned credits. Note that the list is *by advisor*, so a student with two majors is only listed according to their *primary* major.

Blue Reports

Blue Reports is another reporting system that is available to most department chairpersons and administrative assistants. Information about Blue Reports is at <http://irt2.indstate.edu/cms/ir/blue-reports/>.

Blue Reports also includes a report that includes information about all students in a given program. You can ask your department administrative assistant to run the report for you. This report is accessed as follows.

1. Click “Academic Chair” from the Blue Reports page.
2. Once the page loads, you should be viewing the “Enrollment” page inside of the “Key Metrics” tab.
3. On the right hand side, click on your department. This brings up a list of the number of students in the department for each major within the department.
4. Right-click on the cell that has the number of students in your graduate program, and click “Cell Action List” and then “ISU Student Info”.

You will see a list of all graduate students in the selected program, with their basic information. You can view the information in the browser window. You can also click an Excel icon on the lower left to download the information in an Excel spreadsheet.

ImageNow

Chairpersons, administrative assistants, and some program directors have access to ImageNow, which CGPS uses to store all completed forms that have been turned in for students. This would include transfer credit, dissertation forms, etc. Information on using ImageNow is at <http://www2.indstate.edu/oit/staff/imagenow2.php>. If you have never used ImageNow before, you probably do not have access. You should talk to your chairperson about whether you should be given an access or not.

To view CGPS records and forms for a given student, you should do the following.

1. Login to ImageNow at <https://imagenowweb.indstate.edu:8443/webnow/> with your ISU portal Id and password.
2. Click on “Grad_Global_Academic_View” on the left.
3. Fill in information on the right for the student you wish to view, and click the “Go” icon.
4. A list of records for the given student is displayed. Double click a record to view it.

Internal Department Records

Any documents, records, or forms that have not been submitted to CGPS must be kept within your department.

Other Notes

Intermediate Degrees

In some programs, a student is awarded a degree as part of the normal process of completing another degree. For example, a doctoral student might earn an MS but then continue working on the doctorate. For these cases, the department should send a list to CGPS of those who are completing the intermediate degree. The student's program of student must be switched to the intermediate degree for the semester that they earn this degree, and then the student's program of study must be switched back to the terminal degree once their intermediate degree is awarded. The information should be sent as early as possible, preferably before the semester begins.