Dear Department Chairs/Program Directors:

It is that time of year again – and our office has sent an email to potential graduates advising them of the graduation process. Students applying for degrees are likely to begin visiting your offices. The deadline for submitting May graduation applications is October 15th, and the deadline for August graduation applications is March 1st. (We do, however, recommend that the August candidates that intend to participate in commencement submit their applications by November 30th in order to be added to the commencement email distribution list.)

Here is an overview of the degree application process:

There is a two-step process for students to apply for their degrees:

1) Students will submit the "Application for Graduation" on WebAdvisor. (The application for graduation on WebAdvisor lets the student tell us the name that should be printed on the diploma, where to mail the diploma, the student's hometown, etc...).

2) Students will submit to the Registrar's Office a paper copy of the "Program Evaluation" printed from WebAdvisor that has been signed by each appropriate Chair/Director. For help reading the program evaluation visit:
   http://college.lclark.edu/live/files/2176-how-to-read-a-program-evaluation .

Here are specific instructions for Chairs/Directors:

1) The student should make an appointment with you and bring a printed copy of his/her Program Evaluation and Unofficial Transcript from WebAdvisor.

2) Review the Program Evaluation to be sure that the student will meet all requirements for graduation. A blank line means that the Registrar's Office doesn't know how the student will meet this requirement. *When you are done, there should be no blank lines.*

3) Make notes on the form in blue or red ink to indicate how the requirement will be met. Please do not use pencil or black ink. (This is an official document and we would like your notations to stand out.) Every blank line in the section for your major/minor should have something written on it. Please use this format:

   a. If the student will take a class in a future semester that will fit the requirement according to the catalog, indicate only the semester that the student will take the course (e.g. 14/SP). Do not write anything else on this line.

   b. If you are making a substitution for this student, indicate both the course and the semester that the student has taken or will take the course (e.g. HIST 219 – 14/SP) and initial this to indicate your approval. If you are accepting a transfer course to fulfill a requirement, please also tell us the institution and use that institution's course number (e.g. Santa Rosa JC—ANTH-224). Please keep in mind that the amount of credit for a transfer course is determined by the institution that offered the course, so these courses could transfer in as less than 4 credits. It is still OK (as always) for you to allow a course to fulfill the requirement that normally requires 4 credits, but (as always) the student still needs to meet the minimum number of credits required for your major overall, or fall within accepted deviations for transfer courses.

   c. If an LC course has already been taken that should have fit the requirement for that catalog year, and you believe that the Program Evaluation should have already indicated this, please do the following. Write in both the course and the semester that the student has taken or will take the course (e.g. PHYS-328 - 09/SP) and initial to indicate

your approval. Please then either call or email us. We will investigate and make any necessary corrections to the program evaluation for that major/minor. Please note that we can only correct the degree audit evaluation if the program requirements for that catalog year include the course in question.

4) Date and sign the document. The student will also need to meet with other Chairs/Directors if they have other majors/minors. When all necessary signatures have been obtained, the student must bring the form to the Registrar's Office.

FAQ's:

- Q) As an advisor/chair/director, is it my responsibility to check a student's General Education or overall requirements?
  A) **It would be helpful to the student if you also check overall requirements (128 credits, 2.0 cum GPA) and gen ed requirements. While our office will be providing the student with written confirmation of progress toward graduation, they rely on you to plan their schedules for their remaining semester. Feel free to contact us if you have questions.**

- Q) Is it OK to make major/minor course substitutions earlier in the student's career?
  A) **Yes, it should be helpful at any time to see where a student's courses are meeting requirements. Please access a Course Substitution form on the Registrar's web site, http://college.lclark.edu/live/files/14801-cas-course-substitution-form, complete, sign, and have the student take the form to the Registrar's Office.**

- Q) What if the requirements listed aren't correct or courses are being applied incorrectly?
  A) **Please let us know if we need to make corrections (see item 3c above).**

- Q) What if the requirements in the major/minor have changed?
  A) **Students are assigned to the catalog (requirements) in effect when they entered (or re-entered) LC. The student can choose to change the catalog year to a more recent version. The Chair/Director/Advisor can help the student decide which catalog is most advantageous. Keep in mind that LC applies the catalog year to all majors, minors and general education. Changing a catalog year may impact other majors/minors.   The Chair/Director can make allowances either way (i.e. substitute new courses onto an old catalog year or substitute old courses onto a newer catalog year). Students cannot choose a catalog year from before they entered (or re-entered) as an undergrad at LC.**

Other questions?? Please let us know.

Thank you,

Robin Jarecki, Associate Registrar
Tiffany Henning, Degree Audit and Transfer Credit Coordinator (students with last names A – L)
Caitlin Hansen, Degree Audit and Transfer Credit Coordinator (students with last names M – Z)