

COPPIN STATE COLLEGE
CURRICULUM STANDARDS AND POLICIES COMMITTEE
APPROVAL SHEET

Title/Nature of Proposal Modification of the Current Graduation Participation Policy

Author(s) of Proposal Drs. Mary Wanza and Margaret W. Turner

Department/Program: University Graduation Comm. Presenter Drs. Mary Wanza & Margaret W. Turner

Preliminary Approval

Maricela A. Coppe 3/24/10 _____
Chairperson for Graduation Committee Date Division Dean Date

Curriculum Committee

Agenda Committee MSA Approved
Disapproved
Curriculum Committee MSA Approved
Disapproved

Provost & VP for Academic Affairs

MSA Approved
Disapproved

Maricela A. Coppe 4/9/10
VPAA's Signature Date

Comments:

President

Approval
Disapproved

President's Signature Date

Comments:

Copy sent to Chairperson of Curriculum Committee 4-9-10
Date
Copy sent to Program, Department, Division 4-9-10
Date
Copy sent to Enrollment Management 4-9-10
Date
Copy sent to Registrar 4-9-10
Date

COURSE/ POLICY PROPOSALS*

1. Name of Presenter (s): Representative for Graduation Committee
2. Name of proposed instructor (s): Not applicable.
3. A modification to current graduation participation policy.

An eligible candidate for participation must have:

- Successfully completed all University's graduation requirements (the semester prior to the ceremony) or
- must be currently enrolled in all of his/her University's graduation requirements listed below during the semester or session of the ceremony

University's Graduation Requirements:

- successfully completed all general education requirements, major requirements, minor requirements, concentration/track requirements, electives requirements, and University requirements
- earned at least 120 credits or more at the conclusion of the semester or session of the specified graduation date
- earned at least a 2.0 or higher grade point average
- departmental exit assessment

Participation in the Commencement Ceremony:

A candidate who qualifies for graduation during the semester or session will participate in the ceremony outlined below:

<u>Semester or Session</u>	<u>Ceremony</u>
Winter	Spring
Spring	Spring
Summer I	Winter
Summer II	Winter
Fall	Winter

A student must complete the appropriate graduation application and pay all non-refundable fees by the deadline posted in the academic calendar.

4. Specify semester and year of implementation.
Effective: Fall 2010
5. Policy description of the proposed course Not applicable.

6. Number of students: Apply to all students
7. Mode (s) of instruction. Not applicable.
8. Types and methodology of student evaluation. Not applicable
9. Justify the need
 Improve the University's graduation rates

 Students misunderstand the difference between participating in the graduation ceremony and the actual earning of the degree

 Participating students fail to return to complete remaining requirements for conferment of degrees

 The University's image is misrepresented in that a large number of students are participating in the ceremony verses the numbers of students that are reported to Maryland Higher Education Commission as graduates

 Students fraudulently misrepresent themselves to potential or current employers as University graduates

 Legal ramification of students participating in the ceremony and not completing the requirements to receive their degrees
10. Relations to other courses: Not applicable
11. Special needs: Not applicable
12. Planned pattern of offering: Not applicable
13. Anticipated make-up of class: Not applicable
14. Anticipated enrollment for the year of implementation to two years after implementation. Not applicable
15. Courses with low enrollment in the Department's last year. Not applicable
16. Detailed course outline and bibliography Not applicable

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* Proposals for major, minor or area of concentration must be presented in accordance with the Board of Trustees' format. (See Academic Program Review, Policies & Procedures, September 1981.)

Turner, Margaret

From: Hickey, Keri
Sent: Friday, May 28, 2010 3:35 PM
To: Arisman, Susan; Arthur, Alcott; Braha, Habtu; Collins, Ronnie - Dean; OBryant, Beverly; Owens, Mary; Tilghman, Joan; Abeson, Felix; Anoruo, Emmanuel; Barber, Glynis; Calhoun, Mona; Hudgins, John; Hyatt, Garey; Kargbo, Ibrahim; Knight, Genevieve; Murray, Rolande; Murray, Tracey; Newton-Guest, Shirley; Ogonji, Gilbert; Pope, Denise; Schmitt, Brian; Simmons, Edna; Song, Yangsoon; Spry, Janet; Sykes, Elaine; Taylor, George; Williams, Jackie
Cc: Turner, Margaret; Brice-Finch, Jacqueline
Subject: New Undergraduate and Graduate Application Process for Graduation

This message is being sent on behalf of Dr. Marcella A. Copes, Interim Provost and Vice President for Academic Affairs



Office of the Provost/Vice President for Academic Affairs
2500 West North Avenue, Baltimore, Maryland 21216-3698
(410) 951-3010 Office (410) 951-3009 Fax

TO: Deans and Chairs
FROM: Marcella A. Copes, Ph.D.
Interim Provost/VPAA
DATE: May 27, 2010
SUBJECT: New Undergraduate and Graduate Application Process for Graduation

In an effort to increase the graduation rates and facilitate the graduation process, the Deans agreed that the application for graduation process should initiate in the academic departments. The undergraduate and graduate applications will be placed in appropriate departments, effective fall 2010.

The justification for the change in procedures is outlined below:

- With the implementation of the academic advising holds, faculty advisors and chairpersons will be able to schedule regular advising appointments.

- Faculty advisors and chairpersons will be able to establish a better rapport with their advisees.
- Faculty advisors and chairpersons will be able to access and evaluate the academic records of their advisees to determine the requirements needed for graduation.
- Faculty advisors and chairpersons will be able to estimate the time frame that their advisees will need to complete the final requirements for graduation.
- Faculty advisors and chairpersons will be able to improve the time to degree, thereby increasing the graduation and retention rates.
- Faculty advisors and chairpersons will be able to decrease the number of times that students have to apply for graduation and pay the application fee.

Effective the fall 2010 semester, the undergraduate and graduate applications for graduation will be placed in the departments. The faculty advisors will be responsible for the following:

- advising students of graduation requirements which include general education requirements; major/minor and elective requirements; University requirements; credit requirements; and GPA requirements.
- advising students of the graduation process.
- advising students when to apply for graduation and of the application deadlines.
- advising students of the commencement ceremony.

The applications are being printed and will be disseminated to the departments as soon as they arrive from the printing company. The faculty and Department Chairs should contact their Dean if they have questions.

CC: Dr. Margaret Turner