

# Late Degree Award Online Form

# How to Access the Online Late Award Form

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- Select the term



- There are two ways to pull up eligible students.
  - The first is to choose the magnifying glass icon. And then clicking "Search" in the box that opens
  - The second is to enter the student's N# and clicking "Next."

- If you clicked search, all students eligible for a late degree award will populate in alphabetical order.

The screenshot shows a web application interface for searching late degree awards. The top navigation bar includes links for Employee Services, Faculty Services, Finance Information, Financial Aid, Personal Information, and Student Services. The main content area is titled "Late Degree Award" and contains a search form with fields for "Last, First" and "Term: Summer 3". Below the search form, there is a message: "The request to award a late degree must include a record of the student's previous approval." The search results are displayed in a table with the following columns: Last, First, and other details. The results are listed in alphabetical order.

Last, First	Other Details
Al...	
Bl...	
Cl...	
Co...	
Di...	
Ma...	

click "Next" button

## Late Degree Award Request

The request to award a student's degree and Dean of the College. The request must include a recommendation from the Registrar and the Dean of the College. The Registrar will be notified of approved requests.

### Student Information

Term: Summer 2016

Program:

RELEASE: 6

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- Enter any necessary comments and then click "Submit."
- The request is then sent to the college Dean for a decision.
- After the Dean has entered a decision, the request is sent to Records for a final decision.

Student: [REDACTED]

Term: Summer 2014    LINE ID: [REDACTED]    Name: [REDACTED]

Program: COAS-Bachelor of Science

### Program/Requirements

Student's Program	University Requirements
Program: COAS-Bachelor of science Degree: Bachelor of Science College: Arts and Sciences First Major: Communication Concentration 1: Public Relations Catalog: Spring 2014	Undergraduate hours too low

### Requester Section

Requester Name: S

Requester Comment:

[REDACTED]

Select Action/Reason if requested. Then click the "Submit" Button.

Submit Submit your request.

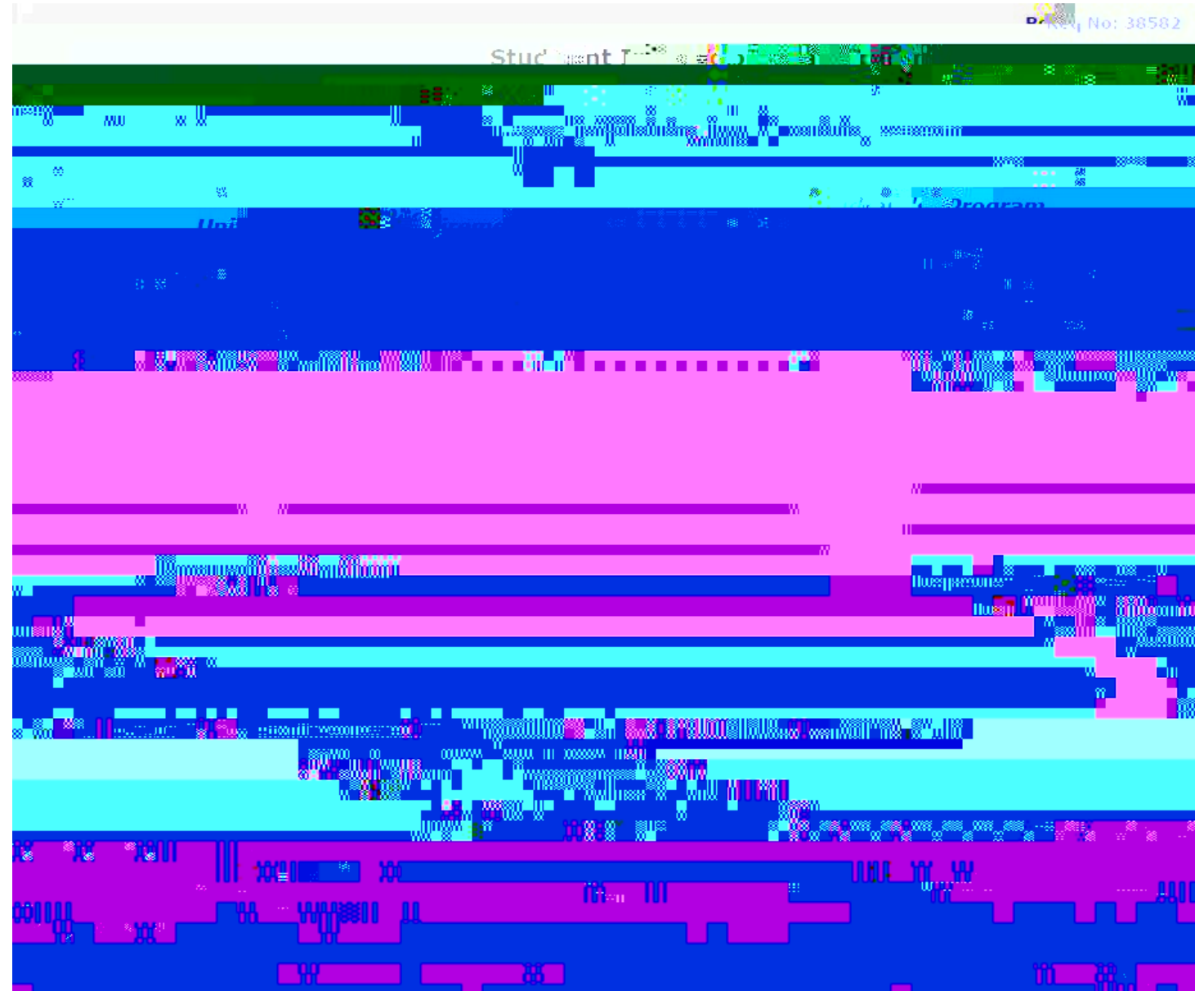
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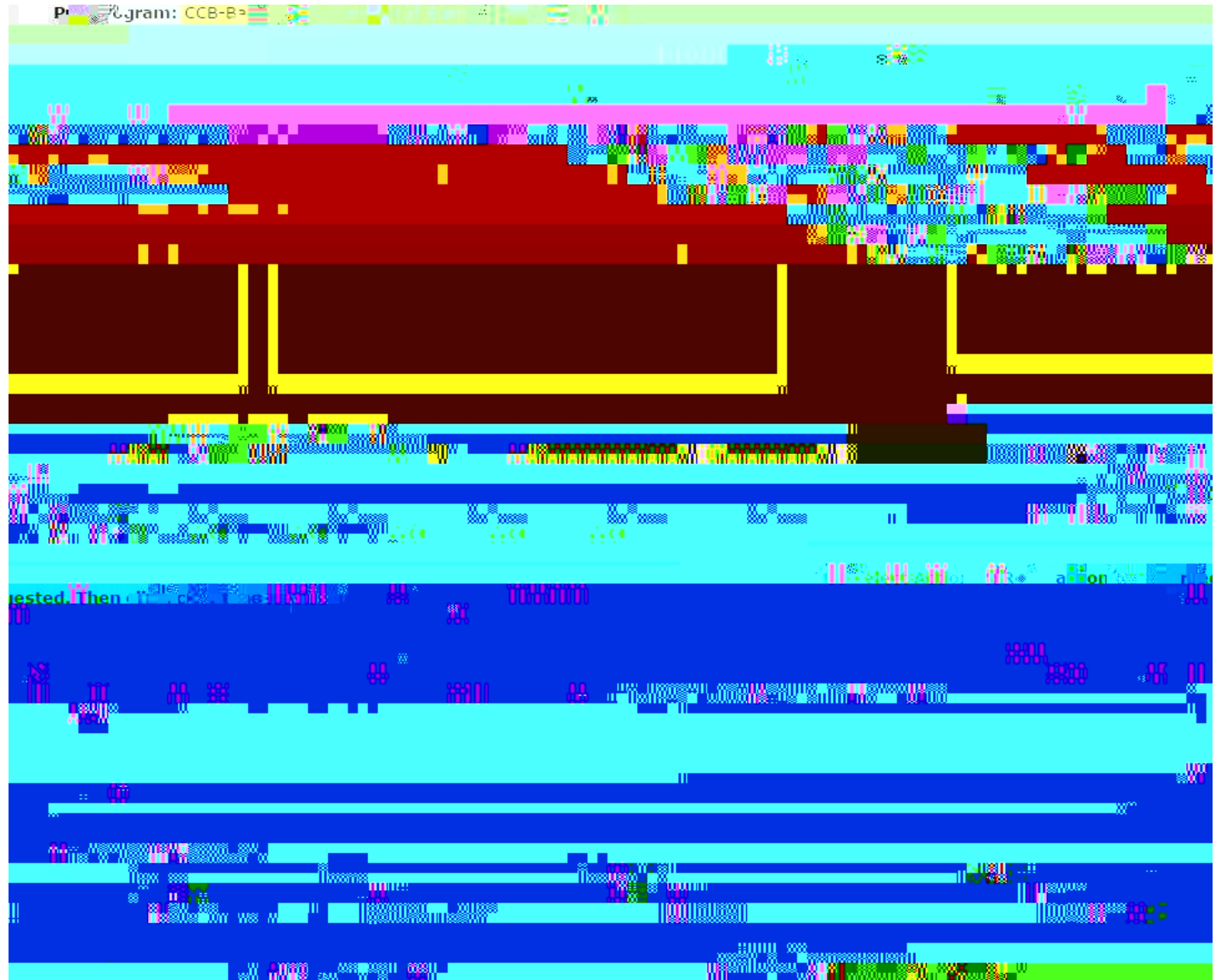




- TheDean will select an action using the drop-down menu.



- The Dean can make any necessary notes and then click “Submit.”
- The request is now sent to Record for a final decision.



# Late Degree Award Online Form

- The form will be open for approximately two weeks following the initial awarding of degrees.
- Only students who were denied at pre-certification may apply.
- Students who had not previously applied may not apply.
- The Registrar's Office will begin reviewing all requests once the form is closed.
- Once a final decision is made by the Registrar's Office, students are not eligible to re-apply.