

## The Graduation Process

In a perfect world:

1. Student applies for graduation via their MyMav Student Service Center
2. Advisor examines the student's degree audit and makes any plan/subplan/course directives/waivers that are needed
3. Student passes all their classes and completes all coursework
4. Grades are posted
5. The Records Office runs the degree audit process
6. The student's degree is awarded
7. The student's diploma is ordered and ships to the student's address in MyMav
8. The student obtains a zillion dollar per year job

In the real world:

Relating to #1:

The student is unable to apply for graduation because the semester they want is unavailable:

-The student should notify Records they cannot apply so that MyMav can be updated to allow the student to apply, that is, set them to the Eligible status

The student missed the application for graduation deadline:

-The student should contact their advisor so the advisor can assist the student in getting the Dean's permission (Dean of the UTA College or School) to be allowed to apply after the deadline. The student should apply for whatever semester is available in anticipation of getting Dean's approval. Once approval is obtained, the advisor should notify [gradteam@uta.edu](mailto:gradteam@uta.edu) that the student was approved. Records will then move the application back to the current term. Note that a late fee will be assessed.

Relating to #2:

The advisor does not have the permissions to make MAP changes

-The advisor should email [gradteam@uta.edu](mailto:gradteam@uta.edu) to obtain the proper permissions

The advisor cannot see the MAP:

-The new instructions on how to run a MAP should be followed. If that still does not resolve the problem, contact [gradteam@uta.edu](mailto:gradteam@uta.edu) to obtain the proper permissions. If even that does not work, a ticket should be submitted to [helpdesk@uta.edu](mailto:helpdesk@uta.edu).

The advisor has not requested a plan/subplan change:

-If the advisor does not have access to the online Plan/Subplan change request form, the advisor should email [gradteam@uta.edu](mailto:gradteam@uta.edu) to ask that the student's plan/subplan be modified - the email should contain the student's name, ID number, and the specific plan code that is to be used for changing the record

Relating to #3:

The student needs an extension to a thesis/dissertation/exam deadline.

-The student and supervising professor/advisor should decide on a specific date that the student will complete the work related to the deadline and inform the Records Office of the extension via [gradteam@uta.edu](mailto:gradteam@uta.edu).

The student fails a class.

-If the student needs to register for coursework immediately, the advisor should write to [gradteam@uta.edu](mailto:gradteam@uta.edu) and inform them that the student failed and needs to register. Records will then specifically deny the student's graduation and open their file for registration in the next term. Otherwise, the student's graduation will be denied in due course with regular processing.

The student does not complete the thesis/dissertation/final exam in time.

-If the student needs to register for coursework immediately, the advisor should write to [gradteam@uta.edu](mailto:gradteam@uta.edu) and inform them that the student failed and needs to register. Records will then specifically deny the student's graduation and open their file for registration in the next term. Otherwise, the student's graduation will be denied in due course with regular processing.

Relating to #4:

The student's professor did not enter a grade.

-The advisor should inform [gradteam@uta.edu](mailto:gradteam@uta.edu) of the issue and let them know that a grade change was/will be submitted. The advisor should monitor the student's record and notify [gradteam@uta.edu](mailto:gradteam@uta.edu) when the grade has been changed and appears on the student's record.

Relating to #5:

MyMav is down and records cannot be run.

-The students simply need to be patient as degrees will be awarded as soon as possible.

Relating to #6:

The student's degree is denied.

-The advisor can contact [gradteam@uta.edu](mailto:gradteam@uta.edu) asking that the student's record be updated so that the student can reapply for graduation, or the student can wait for regular processing whereby they will be notified of the denial and told to reapply for graduation for a future term.

The student completed degree requirements but the MAP does not clear and so the degree is not awarded.

-The advisor should contact [gradteam@uta.edu](mailto:gradteam@uta.edu) to inform them of what is incorrect with the MAP or see what can be done for the student. In the case that a student's departmental GPA is too low, the advisor may be able to use a course listed in the Not Allocated section of the GMAP to sub-out for a lower graded course therefore raising the major GPA to or above 3.0 to allow for graduation.

Relating to #7:

The student's diploma is delivered, but is bent, folded, rained on, or otherwise damaged.

-The student should take a picture of the damaged diploma (and packaging if possible) and send an email with the picture to [gradteam@uta.edu](mailto:gradteam@uta.edu) so see about getting a replacement. No replacements are guaranteed, and the student might be told to place and pay for a reorder depending on the amount of damage.

The student moved and the diploma could not be delivered.

-All UTA diplomas that are noted as undeliverable by the US Postal Service are returned to the UTA Office of Records. While it may seem strange, some diplomas are not returned for months. Upon receipt of the returned diploma, a Records staff member will contact the student via the email address(es) on file in MyMav. The student will be given the option to come to UTA to obtain the diploma or to give Records an updated address and the diploma will be mailed once more at no additional charge.

Relating to #8:

Well, we hope they get a job at all, even if it isn't for a zillion dollars. We did our best.