

GRAD CERTS for CEHD GRADUATION CERTIFICATION PROCESS for GRADUATE PROGRAMS

Overview

The graduation certification form (a.k.a. “grad cert”) is the paperwork by which the CEHD verifies to the Registrar that a student has met his or her degree requirements and is eligible to earn the degree. It is a multi-step process with many check systems along the way to ensure accuracy.

Faculty Advisor Responsibilities

The faculty advisor has the primary responsibility for tracking student academic progress and verifying whether a student has met degree requirements. This includes a review of the academic history of advisees and to make the first determination of any outstanding degree requirements.

The advisor is authorized to approve changes to the curriculum requirements outlined in the grad catalog, such as course substitutions and transfer courses.

Grad Cert Process

1. Student initiates the process by filing the **Application for Degree form** with the Registrar’s Office (see usm.maine.edu/reg/forms.htm). Students intending to participate in commencement should apply for May or August graduation by February 1.
2. Several times a semester grad certs are generated in the Registrar's Office and forwarded to the Dean’s Office (Kim Warren). Students can be a May, December or August graduate depending on the last semester they completed toward their degree.
3. Grad certs are logged in at the Dean’s office and then forwarded to the appropriate individual for further processing.
 - Adult Ed, Counseling: Kerry Bertalan
 - Ed Leadership, Literacy Ed, Professional Educator, Special Ed: Kat Schorr
 - MTL: Pat Mew
 - School Psychology: Rose Mahoney
4. Once the grad cert is in the program office it follows the program’s internal procedure for reviewing. Generally, grad certs are routed to the faculty advisors for the initial review of their advisees’ coursework. If the student has any outstanding requirements other than the courses in progress such as incomplete grades, missing courses, portfolio / capstone requirements, comprehensive exams, etc. the student is notified (preferably in writing).

5. Once the faculty advisor and/or department has signed off on an individual, the grad cert is sent back to the Dean's Office.
6. Kim does a final double-check of a student's requirements before signing the grad cert and authorizing degree conferral. Degree conferral may include a recommendation for teacher certification, depending on the program and individual student coursework.
7. The grad cert is photocopied and the original is forwarded to the Registrar's Office for processing. If the student is ready to graduate and completed all degree requirements, the process takes an average of two days.
8. Once the degree has been conferred the copy of the grad cert materials is sent to Graduate Admissions so that the student file can be moved to the alumni file.

What to Note on a Grad Cert

Remarks Section

- a. concentration, if applicable
- b. course substitutions
- c. course waivers
- d. transfer course equivalencies
- e. successful completion of portfolios, comprehensive exams, internships
- f. all outstanding requirements or questions to be resolved
- g. recommendation for a teacher certification area, if applicable