



# GRADUATION WORKFLOW

Chair/ADean (Level 2 Approval)

The process of approving a student's graduation application is a myNKU workflow. When a student applies to graduate, the application will appear in the myNKU My Inbox of the Advisor/Program Director.

[Mynkuhelp.nku.edu](https://mykuhelp.nku.edu)

[Registrar.nku.edu](https://Registrar.nku.edu)

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# NKU Graduation Workflow Chair/ADean

The graduation workflow will phase-in new automations and changes within the graduation review process.

## **1. Advisor/Program Director Application Approval Configuration**

Each college has been given an opportunity to provide the advisor/program director contacts for the various majors, minor, focus areas. The registrar's office is maintaining the configuration. If an advisor/program director change is to be made or if workflows need to be forwarded to a new advisor/program director, please email your Registrar Graduation Contact.

## **2. How do I know that a student graduation application is in My Inbox for review/approval?**

- The application will appear in your myNKU My Inbox.
- Within your NKU Email, you will receive an SAP Workflow Email showing a list of workflow items in your myNKU My Inbox waiting for action.
- Use the Business Warehouse report Registrar Graduation Data w/Specialization.

## **3. Why would a graduation application be in My Inbox for review/approval?**

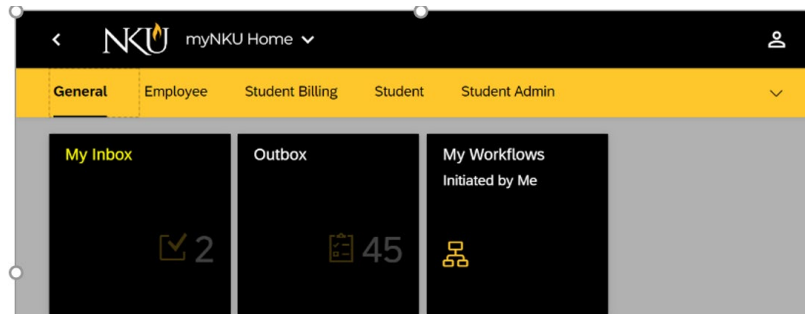
- If a student has applied late for graduation and the advisor has certified the application, it will appear in your myNKU My Inbox for final approval (Graduate Application Late Approval).
- If an advisor has not certified an application but forwarded it to you for final certification (Graduate Application Certification).

## **4. When should I begin certifying graduation applications in My Inbox?**

- Once a week.
- Also includes checking for courses substitutions for approval

## 5. How do I begin reviewing graduation applications for certification?

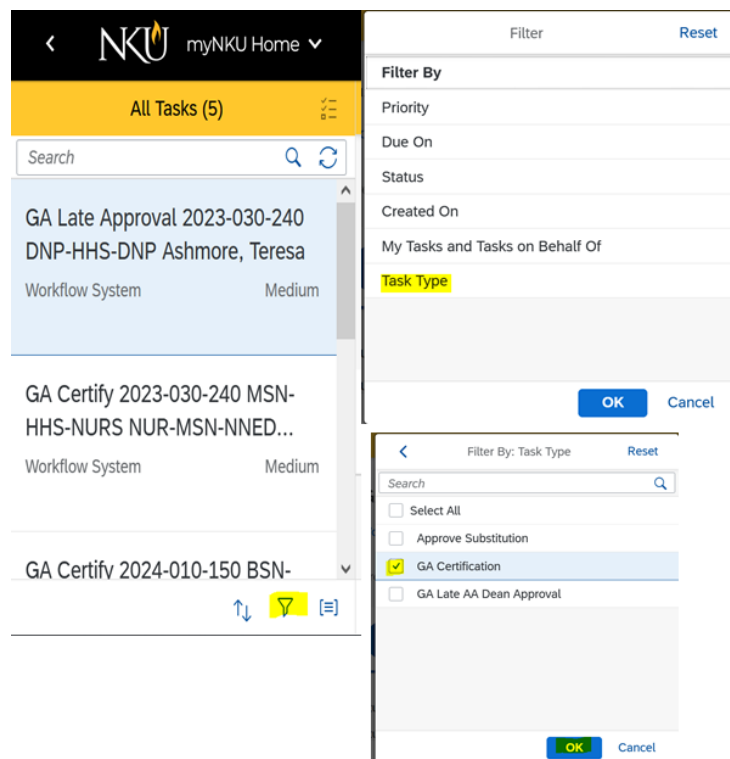
Log into myNKU and Click on My Inbox.



## 6. How to filter on just graduation applications.

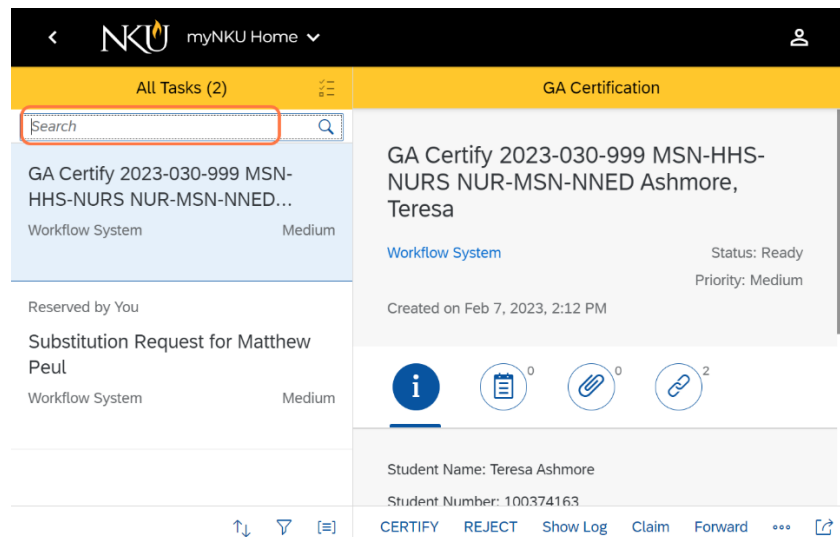
- In the All Tasks list, a funnel can be found at the bottom
- Click on that funnel
- Click on task type
- Click on GA Certification or GA Late AA Dean Approval

A filter can be removed by follow the first three steps, then clicking on Select All and OK.



## 7. How to search for particular applications in the All Tasks list

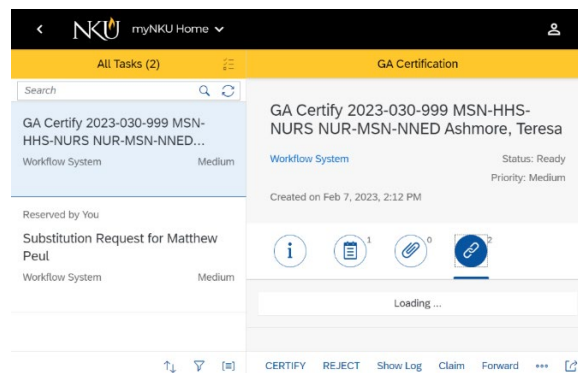
- Applications can be searched for by term, subsession, program, or last name.
  - Example: 2023-010-150 would be a search for any student who applied to graduate in the Fall 2022 term and that the courses will be completed in the Seven Week 1 subsession.
  - Example: MSN-NNED A would be a search for any student who applied to graduate in Nursing Education (MSN) and the student's last name begins with the letter A.



## 8. First step towards certifying a graduation application is to Run the Degree Audit.



Click on the chain link, and then the Graduation Process in order to run the degree audit.  
Example: Graduation Process: 705853708A4D1D9C5F0B1EDDAAFDEC15



## 9. Review Degree Audit

Look at any error messages like duplicate credit, missing tracks or any area of the audit that is still "Grey" or not clearing. Stop and address these issues by either submitting the appropriate form or emailing your Registrar Graduation Contact, before certifying the student's application. (refer to What Prep Work....Appendix A.)

The screenshot shows the NKU Degree Audit page for Teresa Ashmore (ID: 100374163). The major is Nursing Education (MSN), Master of Science in Nursing, Catalog Year: Acad Year 2020-2021. The page includes tabs for Graduation Status, Academic History, and PDF download. A legend indicates 'Completed' (green), 'In Progress' (orange), and 'Incomplete' (grey). The Grade Point Averages section shows an Overall: 3.9 and a Minimum 3.00 G.P.A. requirement. The Graduate University Requirements section shows 2/2 completed. The Nursing Education Concentration section shows 1/2 completed and 1/2 in progress.

Requirement	Completed	In Progress	Incomplete
Grade Point Averages	Overall: 3.9		
Graduate University Requirements	2/2		
Nursing Education Concentration	1/2	1/2	

## 10. Provide Notes/Comments

Notes are required to confirm that the application has been reviewed. And to make your Registrar Graduation Contact aware of any audit issues outside of your control. Click on




to provide notes/comments.

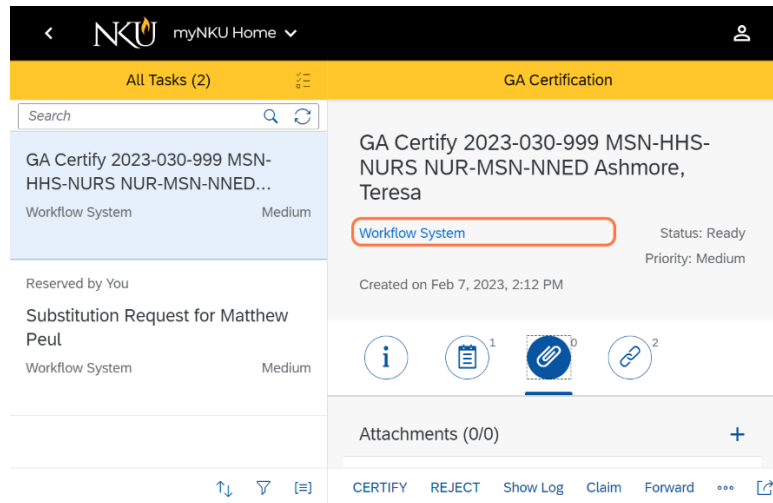
- If a student is going to be **certified**, an example note might be: On track to graduate and substitutions have been submitted.
- If a student is going to be **rejected**, an example note might be: Student is not ready to graduate as course is not offered this term.
- If a student application is going to be **forwarded** on for certification by another, and example note might be: I have reviewed the student, is on track to graduate and ready for review.



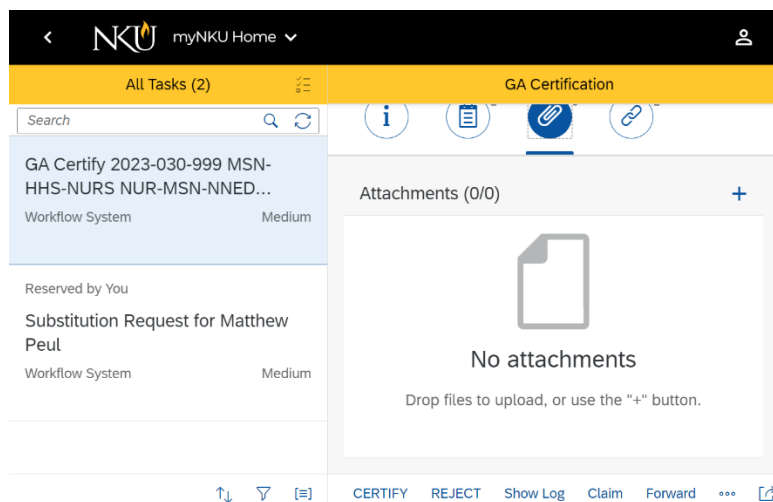
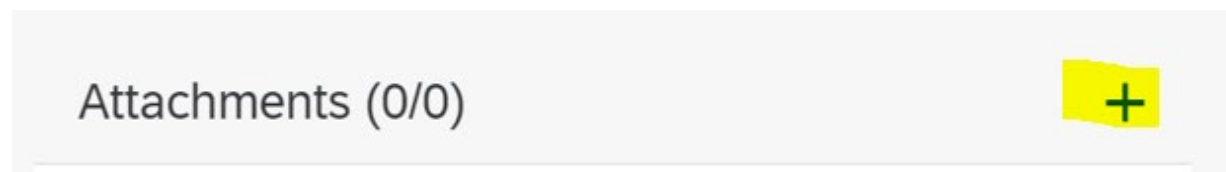
## 12. Providing attachment is optional

The workflow process is to replace the previous program certification document. However, if any attachments are required for review by a supervisor or Registrar Graduation Contact, those

can be attached by clicking the paperclip  .



## 13. Click on the + and add the appropriate attachment.





## 14. How to reject a graduation application.

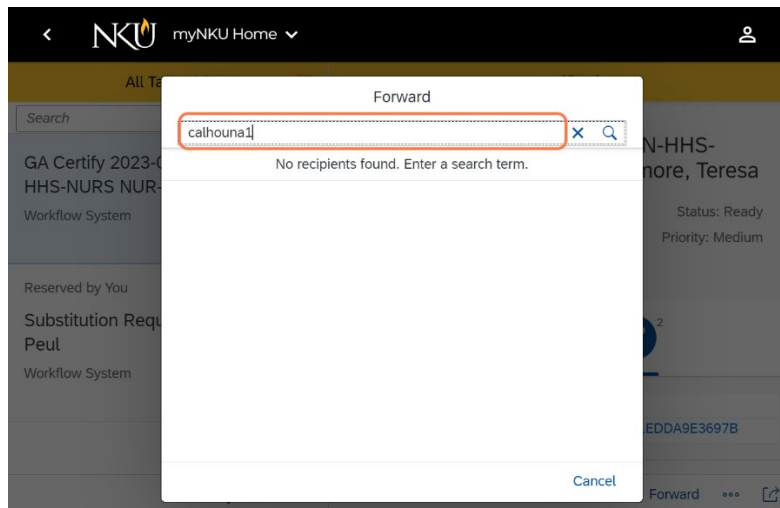
If after reviewing the degree audit and the student is not on track to graduate:

- Provide a Note as to why the application will be rejected
- Optional Attachment
- Click on Reject
- Click on Submit

The screenshot displays the myNKU Home interface. At the top, there is a navigation bar with the NKU logo, 'myNKU Home' with a dropdown arrow, and a user profile icon. Below this, a header bar shows 'All Tasks (2)' and 'GA Certification'. A search bar is visible on the left. The main content area shows a task titled 'GA Certify 2023-030-999 MSN-HHS-NURS NUR-MSN-NNED Ashmore, Teresa' with a status of 'Ready' and a priority of 'Medium'. A 'Submit Decision' dialog box is open in the center, displaying the message 'You selected "REJECT".' and a 'Decision Note:' section with a text input field containing the placeholder 'Add Note (Optional)'. At the bottom of the dialog are 'Submit' and 'Cancel' buttons. The background task card also shows 'Reserved by You', 'Substitution Request for Ma Peul', and 'Workflow System'. At the bottom of the screen, there is a footer bar with icons for sorting, filtering, and a menu, followed by buttons for 'CERTIFY', 'REJECT', 'Show Log', 'Claim', 'Forward', and a link icon.

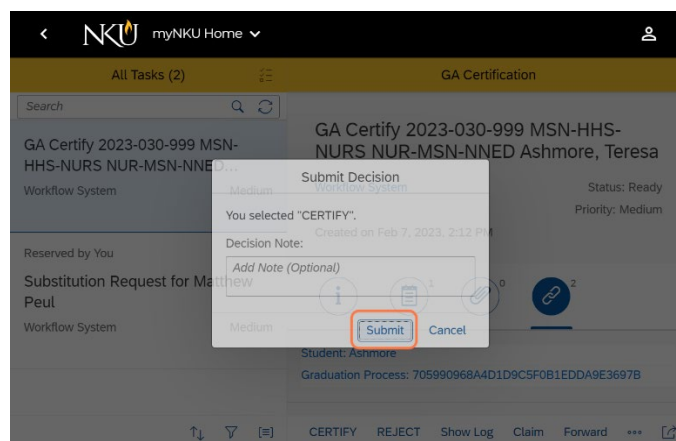
**15. How to forward a graduation application. If the application has been reviewed by you but must be approved by another:**

- Provide a Note describing the application status
- Optional Attachment
- Click on Forward
- Search by User Name or Last Name and push Enter on Keyboard
- Click on correct person in the list
- Click on Forward



**16. If after reviewing the degree audit and the student is on track to graduate, you are ready to certify:**

- Provide a Note
- Optional Attachment
- Click on Certify
- Click on Submit



**17. What happens after the application has been certified by all required?**  
**The workflow will run the degree audit and update the student's application customer status.**

- If the degree audit is all green (complete) and orange (in progress) - the customer status will update to "On Track to Graduate."
- If the degree audit has any grey (Incomplete) areas - the customer status will update to "Under Registrar Review" and will be in the My Inbox of your Registrar Graduation Contact.
- If the degree audit is all green (complete) - the status will update to "Preliminary Checkout."

## **FREQUENTLY ASKED QUESTIONS**

**18. FAQ - What is the semester subsession codes and why is this important?**

- The subsession codes can be used to search for students who intend to finish with all required courses during the middle of the term. Online Accelerated students tend to use this more than traditional students.
- The subsession can be used to prioritize the certification of applications.
- The subsession codes are used by the Registrar's Graduation Processor in prioritizing final checks on degree completion.
  - Example: 2023-030-240 = the students expects to finish courses in the Spring 2023 term after the Seven Week 1 subsession grading.
  - Example: 2023-030-999 =the students expects to finish courses in the Spring 2023 term at the end of the spring semester grading.
  - List of subsession codes

Academic Year	Year	Term	Description	Subsession code	Description
2022-2023	2023	10	Fall	150	Fall 7-Weeks 1
2022-2023	2023	10	Fall	160	Fall 7-Weeks 2
2022-2023	2023	10	Fall	170	Fall 5-Weeks 1
2022-2023	2023	10	Fall	180	Fall 5-Weeks 2
2022-2023	2023	10	Fall	190	Fall 5-Weeks 3
2022-2023	2023	30	Spring	240	Spring 7-Weeks 1
2022-2023	2023	30	Spring	250	Spring 7-Weeks 2
2022-2023	2023	30	Spring	260	Spring 5-Weeks 1
2022-2023	2023	30	Spring	270	Spring 5-Weeks 2
2022-2023	2023	30	Spring	280	Spring 5-Weeks 3
2022-2023	2023	40	Summer	410	Summer 3-Weeks
2022-2023	2023	40	Summer	420	Summer 7-Weeks 1
2022-2023	2023	40	Summer	440	Summer 5-Weeks 1
2022-2023	2023	40	Summer	450	Summer 8-Weeks
2022-2023	2023	40	Summer	460	Summer 6-Weeks
2022-2023	2023	40	Summer	470	Summer 7-Weeks 2
2022-2023	2023	40	Summer	480	Summer 5-Weeks 2
2022-2023	2023	40	Summer	490	Summer 10-Weeks

## **19. FAQ - Can I still use the Business Warehouse report Registrar Graduation Data w/Specialization?**

Yes. The report will still provide the same details as it has in the past. It can also be used to determine if a student is enrolled. See Appendix C.

## **20. FAQ - When a student applies in this new workflow process, will there be any different customer status values?**

Yes. See Appendix D.

- When a student first applies for graduation, the customer status will either be "Under Advisor Review" or "Late Applicant."
- If the student is a late applicant and is certified by the advisor, it will then forward to the ADean/Director My Inbox. The new status will be "Under Dean Review."
- After the application has been certified by all advisors (where appropriate), the degree audit will run and the workflow will determine the next customer status. If the degree audit does not clear (still has grey incomplete areas) then the student is NOT on track to graduate and the status will become "Under Registrar Review."
- At the end of each grading period, the degree audit will run to see if the audit has become all green (complete). If all green in the degree audit, the customer status will become "Preliminary Checkout."
- Final Checkout is the last status used by your Registrar Graduation Contact which means the student is ready for degree conferral.

## **21. FAQ - How do I know where the application is in the review process?**

The application customer status will still be an indicator of where the application is in the overall review process. Application customer status can be found in more detail in Appendix C.

## **22. FAQ - Will I still use the program certification pdf?**

The program certification pdf is something that we anticipate will phase out over time. However, there could be a situation where a program certification pdf would still be provided to the Registrar's office via the K Drive process or directly within Perceptive content.

## **23. FAQ - What advantages will workflow provide to advisors/program directors?**

- Fewer steps to move the application to the Registrar Graduation Contact
- Easier process for late applicants

- No longer creating a program certification
- Regular and timely customer status updates on the application

#### **24. FAQ - What advantages will workflow provide to students?**

- Timely status updates on the application review process
- Email communications on status updates
- Email that confirms diploma name and address
- Quicker turnaround on late applicants

#### **25. FAQ - What if I reject an application?**

- If the student is a late applicant, and the advisor rejects the application, the application will be withdrawn, the fee refunded and the student notified.
- If the student is a late applicant, and your ADean or Designee rejects the application, the application will be withdrawn, the fee refunded and the student notified.
- If the student is a regular applicant, and you or any other advisor rejects any portion of the application, it will move the My Inbox of your Registrar Graduation Contact for further processing and communication.

#### **26. FAQ - What if I have a question that isn't answered within this documentation?**

Many answers can be found on the Registrar's website at [Graduation: Northern Kentucky University, Greater Cincinnati Region \(nku.edu\)](https://www.nku.edu/graduation)

Always feel free to email your Registrar Graduation Contact for assistance or [registrar@nku.edu](mailto:registrar@nku.edu).

## APPENDIX A

Please review and solve the items listed below before the student applies for graduation.

Run the student's Degree Audit. The link to instructions <a href="https://inside.nku.edu/content/dam/registrar/docs/degree_audit/DegreeAuditQRC-Revised.pdf">https://inside.nku.edu/content/dam/registrar/docs/degree_audit/DegreeAuditQRC-Revised.pdf</a>	UG	GR
Is the student pursuing two or more degrees? Will this student have 150 hours or more? Email Registrar Graduation Contact to adjust student record.	UG	
Is the student only pursuing one degree, i.e. Secondary ED BA/English BA? Email Registrar Graduation Contact to adjust student record.	UG	
Is the student missing or changing a track, minor, focus or second major? Link to instructions <a href="https://inside.nku.edu/content/dam/mynkuhelp/docs/slcm/CMStudent/OVR_CM_ProgramChangeDeclaration_Student.pdf">https://inside.nku.edu/content/dam/mynkuhelp/docs/slcm/CMStudent/OVR_CM_ProgramChangeDeclaration_Student.pdf</a>	UG	
Is the student missing a concentration or specialization? Link to instructions <a href="https://inside.nku.edu/content/dam/registrar/docs/student_forms/Graduate%20Change%20of%20Area%20of%20Concentration_Catalog.pdf">https://inside.nku.edu/content/dam/registrar/docs/student_forms/Graduate%20Change%20of%20Area%20of%20Concentration_Catalog.pdf</a>		GR
Does the student need a course substitution? Advisor submits within the degree audit. Link to instructions <a href="https://inside.nku.edu/content/dam/registrar/docs/degree_audit/Substitution%20Workflow%20Process.pdf">https://inside.nku.edu/content/dam/registrar/docs/degree_audit/Substitution%20Workflow%20Process.pdf</a>	UG	GR
Does a Graduate Level Student need to request a Repeat Option? Link to request <a href="https://servicedesk.nku.edu/TDClient/2436/Portal/Requests/TicketRequests/NewForm?ID=VdhcRymSxdl_&amp;RequestorType=Service">https://servicedesk.nku.edu/TDClient/2436/Portal/Requests/TicketRequests/NewForm?ID=VdhcRymSxdl_&amp;RequestorType=Service</a>		GR
Does the student need a different catalog year? Link to <a href="https://servicedesk.nku.edu/TDClient/2436/Portal/Requests/TicketRequests/NewForm?ID=ZtWPKPlvANU_&amp;RequestorType=Service">https://servicedesk.nku.edu/TDClient/2436/Portal/Requests/TicketRequests/NewForm?ID=ZtWPKPlvANU_&amp;RequestorType=Service</a>	UG	GR
Does the student need a general education course mapped to a different general education category? Link to request a re-map <a href="https://servicedesk.nku.edu/TDClient/2436/Portal/Requests/ServiceDet?ID=52518">https://servicedesk.nku.edu/TDClient/2436/Portal/Requests/ServiceDet?ID=52518</a>	UG	
Does the student need a course waiver? Link to waiver <a href="https://inside.nku.edu/content/dam/registrar/docs/degree_audit/Approval%20for%20Course%20Waiver.pdf">https://inside.nku.edu/content/dam/registrar/docs/degree_audit/Approval%20for%20Course%20Waiver.pdf</a>	UG	GR
Does a Graduate Level student need a variance for aged courses, excess substitutions, etc? Attach variance approval to application.		GR
Does the student need a residency waiver? If yes, attach the email approval to the application. Or forward to ADean for approval within workflow.	UG	
Is the student wanting to participate in commencement in a different term? Link to request <a href="https://inside.nku.edu/content/dam/registrar/docs/graduation/Request%20to%20Participate%20in%20Commencement%20-%20Fillable%20Form.pdf">https://inside.nku.edu/content/dam/registrar/docs/graduation/Request%20to%20Participate%20in%20Commencement%20-%20Fillable%20Form.pdf</a>	UG	
Does a Graduate Level student want to participate in commencement in a different term? Email the Director of Graduate Education.		GR

## APPENDIX B

When do I begin certifying/reviewing applications in My Inbox?

### Summer Term

- Students begin to apply for the summer term, the first day of previous spring term – usually second week in January.
- Priority registration, for summer courses, begins for Grad Seniors around third week in March. <https://inside.nku.edu/registrar/registration/priority-registration.html>

Any student who has a Grad Reg Date from January through Junior priority registration date	Review/Certify starting first day of Junior Priority through 4/15.
Balance of summer applicants	Review weekly after 4/15.

### Fall Term

- Students begin to apply for the fall term, the first day of previous spring term – usually second week in January.
- Priority registration, for fall courses, begins for Grad and Seniors around third week in March. <https://inside.nku.edu/registrar/registration/priority-registration.html>

Any student who has a Grad Reg Date from January through Junior priority registration date	Review/Certify starting first day of Junior Priority through 7/15.
Balance of fall applicants	Review weekly after 7/15.

### Spring Term

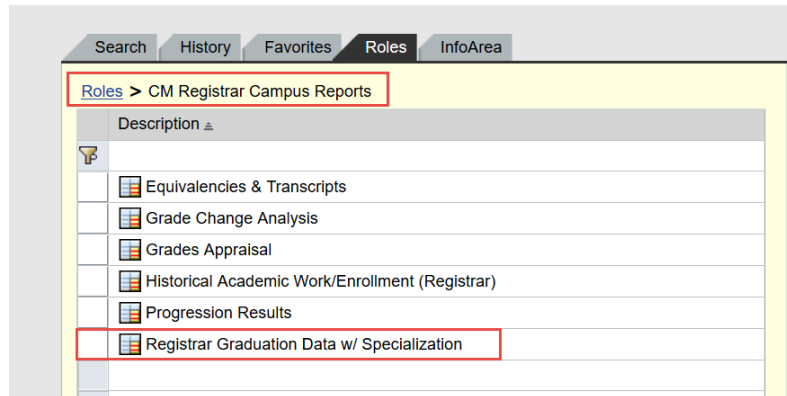
- Students begin to apply for the spring term, the first day of previous fall term – usually third week in August.
- Priority registration, for spring courses, begins for Grad and Seniors around first week in November. <https://inside.nku.edu/registrar/registration/priority-registration.html>

Any student who has a Grad Reg Date from August through Junior priority registration date	Review/Certify starting first day of Junior Priority through 11/15.
Balance of spring applicants	Review weekly after 11/15.

## APPENDIX C

### HOW TO ACCESS BW GRADUATION REPORT

The report is in the business warehouse in a role folder called CM Registrar Campus Reports. And the report name is Registrar Graduation Data w/Specialization. You can submit a service ticket to IT if you need access to this folder.



The academic period is required but the graduation status is very important. The status of 1 and 4 are the best choices. The report will display all students (UG, GR, LAW) so you may want to refine it to your org unit or specific program.

Available Variants:     [Show Variable Personalization](#)

General Variables			
	Variable	Current Selection	Description
*	Academic Period (Single Value)	2021030	2020-2021 Spring 2021030
	Program		
	Offering Org Unit (Specialization)	+11000076(0ORGUNIT)	College of Health and Human Services 1100...
	Specialization Category		
	Specialization		
	Delivery Mode (Specialization)		
	Graduation Status	1; 4	Graduation Candidate; Graduated



## APPENDIX D

### Graduation Application Definitions

<https://inside.nku.edu/registrar/graduation.html>

**Where can the application graduation status and customer status be found:**

- Advisor UI
- Degree Audit of student
- Student Apply to Graduate panel
- BW Graduation Report

**What are the graduation status meanings?**

- Graduation Candidate – will be applied by the system when the student applies to graduate (1 – graduation status)
- Graduation Withdrawn – student has withdrawn application (2 – graduation status)
- Graduation Denied – assigned by registrar graduation processor when program certification is missing or student did not meet the requirements of the degree (3 - graduation status)
- Graduated – should be applied by the system when the job to graduate students is completed (4 – graduation status)

**How to translate Customer Status assigned by registrar graduation processor?**

Customer Status Definitions UG = Undergraduate. GR = Graduate.

Customer Status	Definition	Student's Next Steps	Graduation by Program Level	
			UG	GR
+Application Withdrawn	A late application has been denied by advisor or Adean. Refund has been electronically submitted to student account.	Contact advisor.	UG	GR
*Checkout Incomplete	Graduation application is not meeting requirements for multiple reasons.	Registrar graduation processor will send email explaining reasons and next steps.	UG	GR
*Declare Program Track	Student's program requires that a track be declared.	Student or advisor must submit a program change to add the missing track. Contact advisor.	UG	
*Declare Secondary Area	Student's program requires a secondary area (Major, Minor, or Focus) in order to complete program requirements.	Student or advisor must submit a program change to add the missing secondary area. Contact advisor.	UG	
*Duplicate Courses	Student has a course(s) that is duplicated in the degree audit and is overstating total credit hours earned.	Duplicate course credit hours must be subtracted from total credit hours earned. Contact Advisor.	UG	
*Excess Substitutions	Student has more than 40% of courses via substitutions. Must receive approval to use substitutions.	Review degree audit and contact advisor.		GR

*Expired Courses	Graduate level courses must be completed within six years of declaring degree. Must receive approval to use expired courses.	Review degree audit and contact advisor.		GR
*Final Checkout	Student's record is ready for degree conferral.	Registrar's office will finalize degree according to designated timelines and release transcript.	UG	GR
*Honors Major Change	Student needs the honor added to record.	Review degree audit and contact honors advisor.	UG	
*Last 25% Hours	Students must complete a minimum of 25% of their coursework at NKU.	Review degree audit and contact advisor.	UG	
*Last 30 Hours	Students seeking a bachelor's degree must complete the last 30 hours of their coursework at NKU.	Review degree audit and contact advisor.	UG	
+Late Applicant	Student has applied for graduation after the application window has closed. An email will be sent to the advisor and student. The advisor and ADean must approve the late applicant, forward email approval and program certification to registrar graduation contact.	Contact Advisor.	UG	GR
*Low GPA	UG students must earn at least a 2.0 GPA on all work attempted at NKU. GR students must earn at least a 3.0 GPA on all work attempted at NKU.	Review degree audit and contact advisor.	UG	GR
*Missing Courses	Student needs to enroll in courses directed by audit/advisor. Or final course grades are incomplete.	Review degree audit, enroll or contact advisor.	UG	GR
*Missing General Education	Missing general education courses.	Review degree audit and contact advisor.	UG	
+Missing Focus 1,2,3 Certification	Program certification form is missing for focus. Determine focus based on priority of specialization.	Contact advisor and request program certification form be sent electronically to registrar's office.	UG	
+Missing Major 1,2,3 Certification	Program certification form is missing for major. Determine major based on priority of specialization.	Contact advisor and request program certification form be sent electronically to registrar's office.	UG	
+Missing Minor 1,2,3 Certification	Program certification form is missing for minor. Determine minor based on priority of specialization.	Contact advisor and request program certification form be sent electronically to registrar's office.	UG	
+Missing Program Certifications	Program certification form is missing for major and minor or focus.	Contact advisor and request program certification form be sent electronically to registrar's office.	UG	GR

*Missing Study Abroad	Study abroad course has not been submitted to registrar's office.	Contact study abroad office and request course details be sent to registrar's office.	UG	
*Missing Test Scores	Test scores (i.e. AP, CLEP, DSS) have not been submitted to registrar's office	Contact testing agency. Request test scores for registrar's office.	UG	
*Missing Transcript	Missing transcript from outside institution proving degree or course completion.	Contact outside institution and request transcript be sent to registrar's office.	UG	GR
*Missing Upper Division	Not enough credit hours in upper division courses (course level 300+)	Review degree audit and contact advisor.	UG	
*Missing University Credit Hours	Credit hour total not meeting university credit hour requirement due to missing enrollment, grades or duplicate courses.	Review degree audit and contact advisor.	UG	GR
*Not Enrolled in Term	Student must be enrolled in courses within the same term as graduation application.	Review degree audit and contact advisor.		GR
*On Track to Graduate	Student is on track to graduate.	Any course schedule changes, non-passing grade, duplicate credit not resolved or areas of degree audit not clearing could delay graduation.	UG	GR
+Preliminary Checkout	The Degree Audit has indicated that the student is ready for a final review.	The Registrar Graduation Contact will review to ensure student is ready for Final Checkout.	UG	GR
+Program Certification Received	The registrar's office now has the certification checklist to begin reviewing graduation application.	Review degree audit and contact advisor.	UG	GR
+Program Certification Waived	Program certification is provided by department to registrar's office	No action required by student.	UG	
*Student Withdraw Application	The student's application has been denied by an advisor. Student needs to withdraw application in order to receive fee refund.	Student should log into myNKU and withdraw graduation application.	UG	GR
*Substitution Needed	Advisor needs to submit course substitution(s) within degree audit.	Review degree audit and contact advisor.	UG	GR
+Under Advisor Review	Advisor needs to review the graduation application and degree audit for certification.	Review degree audit and contact advisor.	UG	GR
+Under Dean Review	Student Application is being reviewed by ADean/Director.	Review degree audit and contact advisor.	UG	GR
*Under Registrar Review	The registrar's office now has the certification to begin reviewing graduation application.	Review degree audit and contact advisor.	UG	GR

\*Application and Degree Audit have been reviewed by registrar graduation processor

+Application and Degree Audit have NOT been reviewed by registrar graduation processor

Any time there is a change to a graduation status or customer status, the myNKU system triggers an email to the student's NKU email address displaying the customer status and to contact the advisor if any questions.

## APPENDIX E

Term	Late Application Time Frame	Last Day to Withdraw Application
Spring	2/16 thru Friday before spring finals week	Friday before finals week of spring term
Summer	7/1 thru Friday before last week of summer term	Friday before last week of summer term
Fall	10/1 thru Friday before fall finals week	Friday before finals week of fall term

### WHEN A STUDENT APPLIES FOR GRADUATION AFTER THE APPLICATION WINDOW HAS CLOSED:

Here is what it will look like for the student when applying late. The graduation term's fee choice will include the word late.

The screenshot shows a web browser window with the URL `epd.nku.edu/irj/portal?saml2=disabled`. The page is titled "myNKU - Launchpad" and features the NKU logo. A navigation bar includes "HOME" and "BUSINESS EXPLORER". The main content area is titled "Graduation Applications Christian Brandon 100..." and displays a sidebar with a "Diploma will be mailed..." status and a "Ready to Apply" button. The main form, titled "BSBA in College of Business Graduate Application Information", contains the following fields:

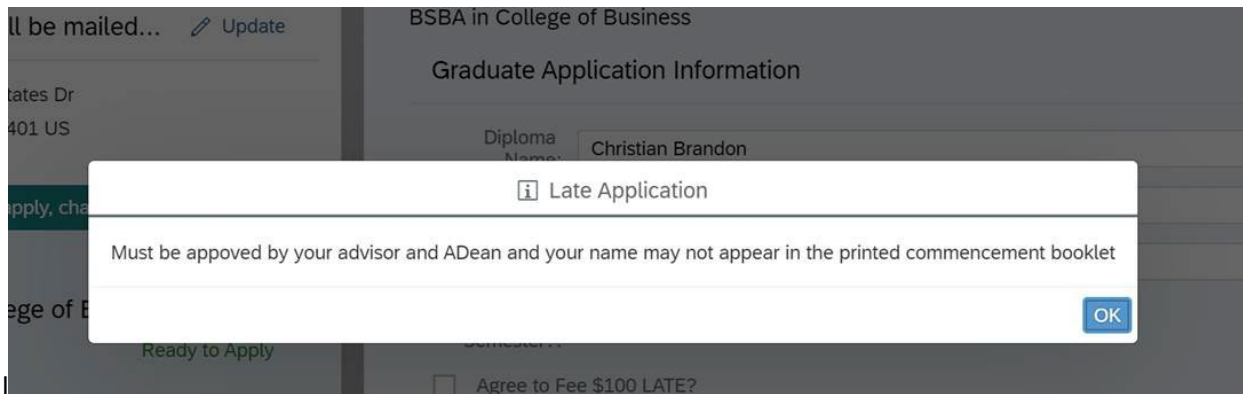
- Diploma Name: Christian Brandon
- Graduation Term: 2021-2022/Summer (with a dropdown arrow)
- Fee: \$100 LATE
- Agree to ? (checkbox)
- Submit button

The Windows taskbar at the bottom shows the date as 6/10/2022 and the time as 1:28 PM.

The popup window below will appear next and indicates that the application requires advisor and Adean approval. Please note the part about the student name in the ceremony booklet ties to the following.

- A student must have applied for the spring term by 3/31 in order to be listed in the spring commencement, printed booklet.
- A student must have applied for the summer and fall term by 10/31 in order to be listed in the fall commencement, printed booklet.

## APPENDIX E



### LATE APPLICATION PROCESS:

- Students will be able to see the ability to apply late for graduation, within myNKU, whether directed by the advisor to apply or not.
- Once the student applies late, the system triggers an email to the student and advisor that the application is late and requires approvals.
- Student will display as Late Applicant customer status, on the BW Report Registrar Graduation Data w/ Specialization, until approvals and/or program certs are received.
- Registrar office IS NOT approving any late applications beyond the windows above. Registrar staff will only offer the student to apply in the next open application term.
  - **The appeal process** for late applications, beyond the above dates, is email communication between advisor, ADean, Registrar and Associate Registrar. The appeal process must begin between student and advisor with a justification for the appeal.

### Withdrawn Application:

- Students are given this extended time frame to withdraw their application. The withdraw timeline and instructions are included in the initial email when a student applies.
- A withdrawn application triggers the automatic application fee refund and email about how to apply in a different term.

### Denied Application

- Students who do not meet the program or university requirements will receive a denied status and email communication.
- The application fee is not refunded.
  - **The appeal process** for a refunded application fee is email communication between advisor, ADean, and Registrar and Associate Registrar. The appeal process must begin between student and advisor with a justification for the appeal.

# APPENDIX E

## LATE APPLICANT EMAIL EXAMPLE

Your application to graduate with a **BSN in College of Health & Human Service** in 2021-2022 Spring has been received by the registrar's office. Most questions can be answered by visiting <https://inside.nku.edu/registrar/graduation.html>. **Because this application has been submitted late and after the application window closed, it must be approved by your advisor and Adean.**

Here are some next steps:

- The graduation application fee is to be paid
- Check status of graduation application via degree audit
- How to withdraw graduation application
- Visit commencement website
- Check NKU email for graduation updates

### **Pay Graduation Fee:**

Your account has been charged a graduation fee of \$50.00. You can pay this fee in myNKU, click on Biller Direct, click on Pay Bill.

### **Check Status of Graduation Application:**

To view the status of your application, login to myNKU, click on the Student, Home and click on Degree Audit. Within degree audit, click on the Graduation Status button. The "STATUS" will change as your application is reviewed.

### **Withdrawing Graduation Application**

Here is a link to instructions (<https://inside.nku.edu/content/dam/mynkuhelp/docs/Applying-for-Graduation.pdf>) on how to withdraw a graduation application. Graduation applications can be withdrawn up to the Friday before finals week. The application fee will be refunded where appropriate.

### **Commencement Ceremony**

All details about participating in commencement and supplies can be found by visiting <https://inside.nku.edu/commencement.html>. Periodic emails about commencement will be sent to your NKU email address from the special events department. **Note:** Commencement

ceremonies are conducted at the end of the fall term and spring term. If you apply to graduate in the summer term or fall term, the special events department will invite you to participate in the fall commencement ceremony. If you apply to graduate in the spring term, the special events department will invite you to participate in the spring commencement ceremony. If you are an **undergraduate** student and would like to participate in the graduation ceremony but in a different term than you applied to graduate, please use the [Request To Participate In Commencement](#) process. If you are a **graduate** student and would like to participate in the graduation ceremony but in a different term than you applied to graduate, please contact the Office of Graduate Education at [graduate@nku.edu](mailto:graduate@nku.edu).

**Check NKU Email:**

Your NKU email address will be used for any updates regarding your graduation application.

Northern Kentucky University | Office of the University Registrar  
301 Lucas Administrative Center | Highland Heights, KY 41099  
[registrar@nku.edu](mailto:registrar@nku.edu) | 859-572-5556



## APPENDIX F

### Registrar Graduation Contacts

- College of Business
- Accounting & Business Law
- Entrepreneurship
- Economics & Finance
- General Business
- International Business
- Management
- Marketing, Sports Business & Construction Mgt

Josh Chandler

COB

- College of Informatics
- Business Informatics
- Communication
- Computer science
- Information Systems

Angela Calhoun

COI

- College of Health and Human Services
- Counseling
- Health Science
- Kinesiology
- Nursing
- Radiation Therapy
- Radiologic Science
- Rehabilitative Science
- Respiratory Care
- Social Work

Denzil Carter

CHHS

- All Graduate Level
- Doctoral Nursing
- EDD
- EDS
- All Master level

David Bond

- College of Arts & Science
- Anthropology
- Criminal Justice
- English
- History & Geography
- Org Leadership
- Philosophy
- Political Science
- Sociology
- College of Education
- Teacher Education

Shauna Ryan

COAS

- College of Arts & Science
- Biology
- Chemistry
- Music
- Theatre & Dance
- Visual Arts
- World Language Literature

Beth Vasquez

COAS

- College of Arts & Science
- Engineering
- Geology
- Integrative Studies
- Liberal Studies
- Math & Stats
- Physics
- Psychology
- Graduate level backup

Angela Calhoun

COAS