Procedure   **Approval of Graduation Lists**

Procedure Number: 101.10
Date Adopted: 6/2/61
Last Revision: 4/14/11, 9/22/17
References: Article II, Section 5 (3-4) and Section 6 (3), FERPA regulations
Approved by: Faculty Senate

Graduation lists traditionally are approved by the Faculty Senate.

Students names are placed on the graduation list from the graduation application by the Registrar's Office. The department signs the application to confirm that the student has fulfilled major requirements and the Registrar's Office verifies the completion of university requirements. The preliminary and corrected graduation lists are sent electronically to the Faculty Senate Office.

Due to FERPA privacy regulations students' names may not be posted on the Faculty Senate website. Instead, graduation lists are posted to a secure online system for senators to review. The Faculty Senate administrative associate informs senators how to access the lists once they have been posted (November, April, and July meetings). Senators notify the Registrar's Office of any discrepencies on the preliminary list.

Graduation lists are presented to the Faculty Senate by the Provost or his or her designee. The Senate votes to approve the lists.

The chair may delegate approval of the graduation list to the Provost if a quorum (10 senators) is not present at the summer meeting.