EXPECTED GRADUATION DATE

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REVISION HISTORY

Version	Date	Name	Description
2	Oct 2016	Kari	Updated step 5
3	June 2018	Tammy W.	Updated for Banner 9

INTRODUCTION AND PURPOSE

The purpose of this document is to explain how to update the expected graduation date, term, and year for a student. A date auto-populates by an ITS job at the time a student matriculates. Academic advisors may update this date as appropriate for each student. This date shows on a student's enrollment verification, is reported to the National Student Clearinghouse and is critical to several campus offices such as Financial Aid for their procedures and interactions with students.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. It is vital that the expected graduation date, graduation term, and graduation year are maintained on a student's record for enrollment verifications and reporting purposes.
2. The expected graduation date, graduation term, and graduation year auto-populate by an ITS job at the time a student matriculates to a program. The date is always the last day of the term per the academic calendar.
    a. **Undergraduate Degree Seeking Students:**
        i. If a first-year (freshman) undergraduate student, AGD = Current term + 4 years
        ii. If a second-year (sophomore) undergraduate student, AGD = Current term + 3 years
        iii. If a third-year (junior) undergraduate student, AGD = Current term + 2 years
        iv. If a fourth-year (senior) undergraduate student, AGD = Current term + 1 year
        v. Else, AGD = end of current academic year
    b. **Medical Students** - auto-populates for 4 years
    c. **Graduate and Professional Students** - auto-populates and length varies by degree and major.
3. Academic Advisors are responsible for maintaining the expected graduation date, graduation term, and graduation year following the auto-populated date.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Advisors
2. Graduate Division Academic Affairs Office
3. Medical School Student Affairs Office
4. Registrar's Office
5. Financial Aid
6. Career Center

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R'Space and click on the Banner Training icon in order to follow along. Please contact IT for trouble accessing the link.
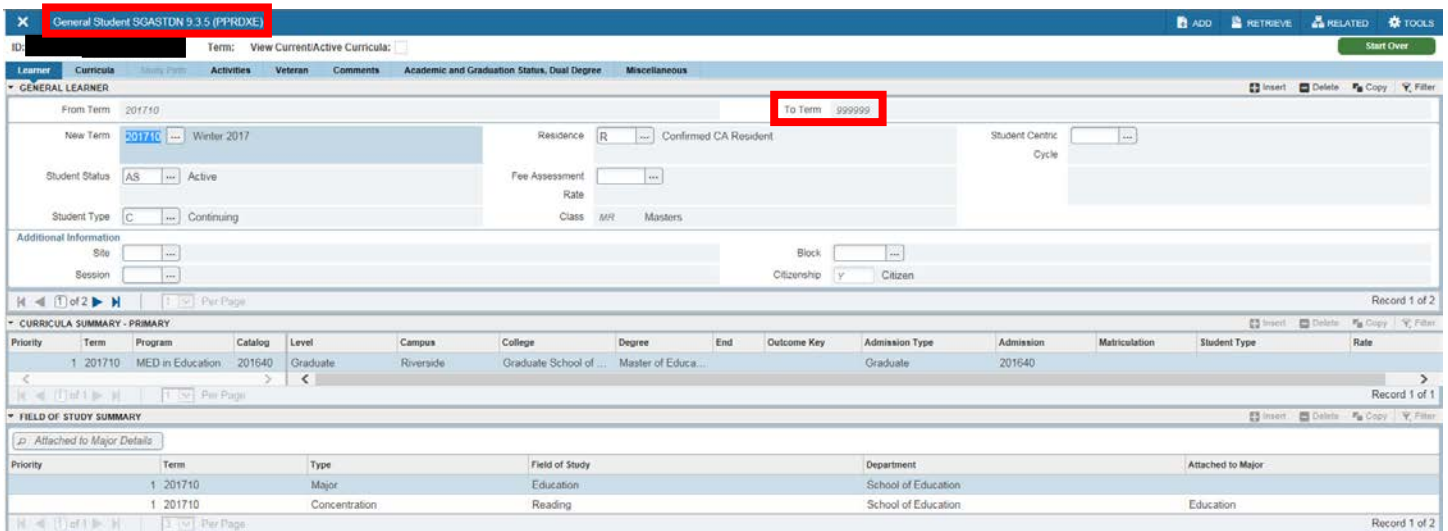
PAGES

The Pages listed below are covered in this training.

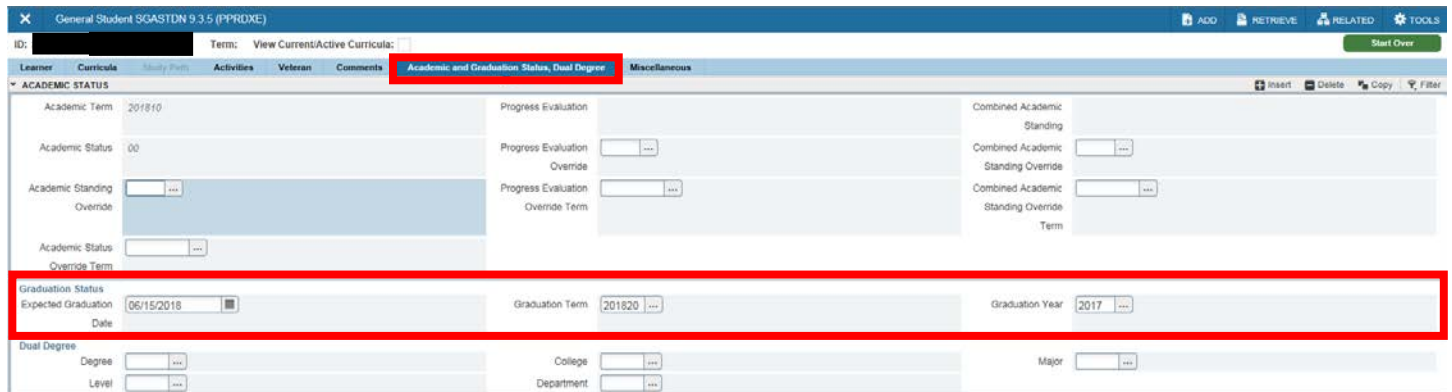| Page	Page Name	Description
SGASTDN	General Student	Current and historical information about a student, including curriculum, field of study, activities, veteran status, comments, and academic/graduation status.
STVTERM	Term Code Validation	A list of all term codes with descriptions, term start and end dates, the corresponding academic year, and housing start and end dates.

PROCEDURES

1. Go to **SGASTDN**.

2. Enter the **SID** and tab to ensure the Term field is blank. Next section (Alt + Page Down) or Go button [Go].

3. You are viewing the most recent General Learner record the student has. This is evident because the To Term equals 999999.

4. Go to the **Academic and Graduation Status, Dual Degree** tab.

5. Enter the **expected graduation date** for the term the student will complete all requirements for graduation. This date is always equal to the last day of the quarter found in the academic calendar.

    a. **Tip:** You can enter the date using the calendar icon or you can type the six digit date MMDDYY and Banner will

        format it for you.

    b. **Note:** The expected graduation date, term, and year do not affect a student's ability to apply to graduate for a specific term in R'Web.

    c. There <u>are 3 ways to find the expected graduation date</u>:

        i. On the academic calendar (http://registrar.ucr.edu/registrar/academic-calendar/default.aspx) page there is a chart called **Advisor EGD** that you can reference or print for ready access.

        ii. You can find it on the **Last Day to tab** of the academic calendar: http://registrar.ucr.edu/registrar/academic-calendar/default.aspx.

iii. You can find it on **STVTERM** in the **Term End Date** field on the same line as the term code in question.

6. Enter the **graduation term code** for the term the student will complete all requirements for graduation.

7. The **graduation year** (academic year) will auto-populate according to the rules set up in Banner.
   a. The graduation year is driven by the fall quarter for the academic year (fall, winter, spring and summer). For example, the graduation year of 2016 includes Fall 2016, Winter 2017, Spring 2017 and Summer 2017.

8. **Save.**