After grades run each spring, summer, and fall, degree applicants (CFDs) are moved into one of three categories:

1. **Completed**: All requirements are satisfied; degree or award can be conferred

2. **Pending**: One or more rules are not met; audit needs manual review
   - Completed
   - Pending
   - Cancelled

3. **Cancelled**: One or more requirements are not met and the student does not qualify to remain Pending
Working with ITS, in fall 2016 we piloted sending Cancel emails to CFDs when a degree or award was cancelled vs. waiting until all Pending applications had been reviewed and resolved.

Emails include all POS from the degree application and each POS includes a status update:

- Cancelled
- Eligible to be conferred
- Conferred

Emails are sent to UI email addresses and advisors are copied.

Positive feedback from students, advisors, and collegiate offices.

- In many instances, issues were able to be resolved before degrees were conferred
Degree Applicants and Communications
Phase I: Cancel Emails – Example Email

Subject: URGENT: Your Fall 2019 degree application

Dear Herky:

After a review of your academic record at the conclusion of Fall 2019, one or more of your degree audits indicate that you did not satisfy the requirements needed to confer a degree or an award.

The following list indicates the status of any undergraduate major, minor or certificate from your degree application:

MINOR Mass Communication: Cancelled
BA French: Eligible to be conferred

For any cancelled major, minor, or certificate, please request a new degree audit through MyUI, review unsatisfied requirements, and contact your advisor to discuss possible options.

If the cancellation was a major, you will need to submit a new degree application via MyUI for the session in which you will complete remaining degree requirements.

If the cancellation was a minor or certificate, you will need to contact Graduation Analysis in the session in which you complete your remaining requirements for your minor or certificate to be awarded.

Sincerely,

Graduation Services - Degree Applications
2700 UCC
registrar-degree-applications@uiowa.edu
In summer 2019, ITS helped Graduation Services pilot sending Pending emails to CFDs who have unmet degree requirements for the following reasons:

1. Study Abroad
2. Known or possible transfer work that completes unmet requirements
3. Incompletes
4. Multiple majors or multiple degrees when one is Completed and one is Pending

Emails include all POS from the degree application and each POS includes a status update:

- Pending

Emails are sent to UI email addresses and advisors are copied.
Degree Applicants and Communications  
Phase II: Pending Emails – Example Email

Subject: URGENT: Your Fall 2019 degree application

Dear Herky:

After a review of your academic record at the conclusion of Fall 2019, one or more of your degree audits indicate that you did not satisfy the requirements needed to confer a degree or an award.

The following list indicates the status of any undergraduate major, minor or certificate from your degree application:

<table>
<thead>
<tr>
<th>MINOR Human Relations: Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA Psychology: Pending</td>
</tr>
</tbody>
</table>

The reasons your status may be Pending are:

- Study Abroad: If your degree application is Pending because a Study Abroad transcript has not been received, your degree application will remain pending for 3 academic sessions (spring, summer, and fall) before it is cancelled. Please contact Study Abroad (https://international.uiowa.edu/study-abroad) with questions about Study Abroad transcripts.
- Transfer work: If your degree application is Pending because you have unsatisfied requirements that will be completed with transfer coursework, the transfer courses must be on your record by the Friday before the spring semester begins or your degree application will be cancelled. Please contact Admissions (http://www.uiowa.edu/admissions/) with questions about transferring courses.
- Incomplete: If your degree application is Pending because you have one or more Incompletes, or 'I' marks, the coursework must be completed and the grade must be on your record by the last day of December or your degree application will be cancelled.
- Multiple majors or multiple degrees: If your degree application is Pending because a second major or a second degree is not satisfied, please contact Graduation Services - Degree Applications for options. If the second major or second degree remains unsatisfied on the Friday before the spring semester begins, it will be cancelled and the completed major or degree will be conferred.

If your degree application is cancelled, you will receive a separate email informing you the application was cancelled.

Sincerely,
In fall 2019, ITS helped Graduation Services pilot Conferral emails.

Conferral emails are automatically sent to CFDs when their degrees and awards are conferred.
- A separate email is sent for each degree, minor, or certificate.

Emails are sent to email addresses entered on the degree application and advisors are not copied.
- This information can be tracked through reports in MAUI (Reports > Registrar > Degrees):
  1. Degree Applicants
  2. Degree Applicants by Advisor
Degree Conferred

It is my pleasure to inform you that your Bachelor of Science from the University of Iowa has been conferred.

You should receive your diploma in six-to-eight weeks. You are now able to order a transcript (Student Information > Documentation & Reports > Transcripts) or a degree verification (Student Information > Documentation & Reports > Verifications > Degree Verification) through MyUI. If you need to change your name prior to a transcript or diploma being sent, please see https://registrar.uiowa.edu/addressname-changes.

Congratulations!

Sincerely,
Graduation Services
UI Service Center
Degree Conferred

It is my pleasure to inform you that your Master of Arts from the University of Iowa has been conferred.

You should receive your diploma in six-to-eight weeks. You are now able to order a transcript (Student Information > Documentation & Reports > Transcripts) or a degree verification (Student Information > Documentation & Reports > Verifications > Degree Verification) through MyUI. If you need to change your name prior to a transcript or diploma being sent, please see https://registrar.uiowa.edu/addressname-changes.

Congratulations!

Sincerely,
Graduation Services
UI Service Center
Degree Conferred

[Redacted]

It is my pleasure to inform you that your Doctor of Dental Surgery from the University of Iowa has been conferred.

You should receive your diploma in six-to-eight weeks. You are now able to order a transcript (Student Information > Documentation & Reports > Transcripts) or a degree verification (Student Information > Documentation & Reports > Verifications > Degree Verification) through MyUI. If you need to change your name prior to a transcript or diploma being sent, please see https://registrar.uiowa.edu/addressname-changes.

Congratulations!

Sincerely,
Graduation Services
UI Service Center
## Degree Applicants and Communications Summary

<table>
<thead>
<tr>
<th></th>
<th>Cancel Email*</th>
<th>Pending Email*</th>
<th>Conferral Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent to all students who meet criteria</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Email address used</td>
<td>UI email</td>
<td>UI email</td>
<td>Degree Application email</td>
</tr>
<tr>
<td>Advisor copied on email</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

*Students whose final reviews or clearance is done by Graduation Services*
Degree Applicants and Communications
Thank You

This would not have been possible without help from a lot of people.

Office of the Registrar
- Diane Bedell
- Mark Grover
- Marcia McNamara

Information Technology Services
- Cindy Dayton
- Derek Henscheid
- Becky Tjelmeland

- Julie Fell
- Joan O’Kones
- Sara Sullivan
Degree Applicants and Communications

Questions?