# Step by Step instructions on the Graduation Approval form for Student Affairs Offices (Faculty)

1. In Minerva, access the Main Menu

2. Access the Student Records Administration Menu

3. Access the Graduation Menu

4. Access the Graduation Approval (Faculty)

5. Enter Search Criteria



*See Field definitions\*\* of Search criteria below:*

| Department | Department within Faculty. Select if you wish to refine search results. |
|---|---|
| Degree | Faculty Degree. Select if you wish to refine search results. |
| Category | Characteristic of Curriculum. Select if you wish to refine search results. Please note that Minor and Minor Concentration in Category only work for Arts, Science, Engineering, Agricultural & Environmental Sciences and Education. |
| Graduation Term* | **Required field.** Select term of Graduation (if different from the default Graduation Term). **Fall 2005:** February Graduation, June Convocation **Winter 2006:** May Graduation, May/June Convocation **Summer 2006**: October Graduation, October/November Convocation |

| | |
|---|---|
| **Recommendation Status** | **Departmental Recommendation.** *Displays for Faculty of Arts, Science, Engineering, Agricultural & Environmental Sciences and Education.*<br>**Pending:** Select to view records where No previous recommendation has been made (considers all departments within your Faculty if more than one recommendation is required).<br>**No Pending:** Select to view records where All recommendations have been made (including yes or no's) for all departments within your Faculty<br>**Yes:** Select to view records where recommendation is "yes" for all departments within your Faculty<br>**No:** Select to view records where recommendation is "no" for all departments within your Faculty |
| **Faculty Approval** | Select if you wish to refine search results.<br>**Pending:** Displays all records wherein faculty decision is pending.<br>**Approved:** Displays all students who have been approved by the faculty.<br>**Not Approved:** Displays all students whose approval has been denied faculty. |

6. Click Submit



7. To approve a student:
   a. Check the student's record by accessing the Advising Transcript (A.T) and /or running the Degree Evaluation Report (D.E.R)

8. Approve by selecting "Approved" on the **Fac Appr.** Drop down menu

9. Click on the student's ID link for Status Details (See screen shot below)

In Status Details, one may:
- Add Deficiencies
- Add Notes
- Give Interim Approval*

- Give Faculty Approval
- Add First Class Honors
- Outstanding Performance
- Award Scholarships
- Award Scholarships (for Convocation Booklet)
- Approve the degree award posthumously or Aegrotatly

**Graduation Program**

| Degree | Bachelor of Arts |
|---|---|
| Program | B Arts Honours |
| 1st Major | Political Science (Major Concentration) |
| Expected Graduation/Convocation | May Graduation; May/June Convocation |

**Graduation Program Graduation Approval**

| Degree Deficiencies | Add Deficiency |
|---|---|
| SAO Notes | Add Notes |

| | 1st Major |
|---|---|
| Deficiencies | Add Deficiencies |
| Notes | Add Notes |
| Recommendation | Yes |

| Interim Approval | Pending |
|---|---|
| Faculty Approval | Pending |
| Dean's Honour List Indicator | No |
| Distinction | None |
| First Class (1st Major) | None |
| First Class (2nd Major) | None |
| First Class (Jt-Hon 1st Major) | None |
| First Class (Jt-Hon 2nd Major) | None |
| Scholarships Awarded | None |
| | None |
| | None |
| | None |
| | None |
| Scholarships Awarded (Convocation Booklet only) | None |
| | None |
| | None |
| | None |
| | None |

| Posthumous | ○ |
|---|---|
| Aegrotat | ○ |
| N/A | ⦿ |

Submit   Reset

Back to List

New Search

10. Click on **Submit** at bottom of screen
11. Click **Back to List** to go back to the Graduation Approval List page

*See Field Descriptions\*\* for the Graduation Approval Status Details below*

| Back to List | Click to return to **Graduation Approval (Faculty) - List**. |
|---|---|
| Graduation Term [heading] | Term of Graduation (e.g. Fall 2002, Winter 2003) |
| Advising Transcript [link] | Advising Transcript. Click on link to view student's academic record. |
| Degree Evaluation [link] | Degree Evaluation Report. Click on link to view the curriculum for which a degree evaluation can be run. If the program below is hyperlinked, you may see the last generated evaluation for that curriculum. |
| Student Name | Student's full name. e.g. Last name, First name Middle name. |
| McGill ID | Student's 9-digit McGill identification number. e.g. 110012345. |
| Degree Status | Status of the degree. Options are: Applying to Graduate, Awarded and Not Graduating. |
| Primary Curriculum (as of 200209) | Summary of student's program information. |
| Degree | Program for which student has applied to graduate. |
| Program | Graduation Degree. |
| 1st Major | Displays student's first major. |
| 2nd Major | Displays student's second major. |
| 1st Minor | Displays student's first minor. |
| 2nd Minor | Displays student's second minor. |
| Expected Graduation/Convocation | Month of expected graduation. Month of expected convocation. |
| Graduation Program | This section is displayed only if the program that the student is graduating in is different from the primary/secondary curriculum in student's record.. |
| Primary Curriculum | Displays departmental recommendation details (available to the Faculty of Arts, Science, Engineering, Agricultural & Environmental Sciences and Education only). |
| Recommendation | Departmental Recommendation. Displays status of departmental recommendation (available to the Faculty of Arts, Science, Engineering, Agricultural & Environmental Sciences and Education only). **Pending**: Status "Pending" if no decision has been made. **Yes**: Approved by department. **No**: Approval denied by department. |
| Deficiencies | Click on the link to view departmental comments indicating deficiencies preventing the student from graduating. Available to the Faculty of Arts, Science, Engineering, Agricultural & Environmental Sciences and |

| | |
|---|---|
| | Education only. E.g."Student has not completed MATH 204". |
| **Notes** | Click on link to view general departmental comments. Available to the Faculty of Arts, Science, Engineering, Agricultural & Environmental Sciences and Education only. |
| **Interim Approval** | Interim Faculty Approval. Available to the Faculty of Arts, Science, Engineering, Agricultural & Environmental Sciences and Education only. Select approval status from the drop down menu and click Submit at the bottom of the screen.Pending: Displays 'Pending' as default. **No**: Select 'No' if Interim Approval denied. **Yes**: Select 'Yes' if Interim Approval granted by the Faculty. |
| **SAO Notes** | If you wish to enter S.A.O. (Student Affairs Office) Notes click on the **Add Notes** link and type comment in the pop-up text box. *Warning: You are required to enter your Approval and click "**Submit**" before entering S.A.O. (Student Affairs Office) Notes.* |
| **Faculty Approval** | Faculty Approval. Select approval status from the drop down menu and click **Submit** at the bottom of the screen. **Pending:** Should remain "Pending" if no decision has been made. **Approved:** Select to approve. **Not Approved:** Select to deny approval. *Note: Departments will be prevented from changing recommendations once Faculty Approval has been made.* |
| **Dean's Honour list indicator** | Dean's Honour list indicator. Default 'No'. Select as appropriate from drop down menu. |
| **Distinction** | Distinction indicator. Options are: None, Distinction, Great Distinction and High Distinction. |
| **First Class (1st Major)** | First Class (First Major). Default 'No'. Select as appropriate from drop down menu. |
| **First Class (2nd Major)** | First Class (Second Major). Default 'No'. Select as appropriate from drop down menu. |
| **First Class (Jt-Hon 1st Major)** | First Class (Joint-Honours First Major). Default 'No'. Select as appropriate from drop down menu. |
| **First Class (Jt-Hon 2nd Major)** | First Class (Joint-Honours Second Major). Default 'No'. Select as appropriate from drop down menu |
| **Outstanding Performance (1st Major)** | Indicates if the student obtains outstanding performance in first major. Select as appropriate from drop down menu. |
| **Outstanding Performance (2nd Major)** | Indicates if the student obtains outstanding performance in second major. Select as appropriate from drop down menu. |

| | |
|---|---|
| **Scholarships Awarded** | Indicates if the student obtains graduation awards that are displayed both on the transcript and on the convocation booklet. A student could receive as many as five of these awards. Select as appropriate from drop down menu. |
| **Scholarships Awarded (Convocation Booklet only)** | Indicates if the student obtains graduation awards that are only displayed on the convocation booklet. A student could receive as many as five of these awards. Select as appropriate from drop down menu. . |
| **Posthumous** | Indicates if the student receives the graduation degree posthumously. Click on the appropriate radio button. By default N/A is selected. |
| **Aegrotat** | Indicates if the student receives the graduation degree without fulfilling all requirements due to illness. Click on the appropriate radio button. By default N/A is selected. |
| **Primary Curriculum** | Displays departmental recommendation details (available to the Faculty of Arts, Science, Engineering, Agricultural & Environmental Sciences and Education only). If the student is graduating from Secondary Curriculum, Secondary Curriculum will be displayed instead of Primary Curriculum. |
| **Primary Curriculum (as of 200209)** | Summary of student's program information. If the student is graduating from Secondary Curriculum, Secondary Curriculum will be displayed instead of Primary Curriculum. |
| **Submit** | Click to **Submit** changes. |
| **Reset** | **Reset** to original settings. |
| **New Search** | Click to return to **Graduation Approval (Faculty) - Search** to enter new search criteria. |

*Arts, Engineering and Science only

** Adapted form Help file attached to appropriate page in Minerva