

S.M. 1/4/68

undergrad degrees.

Paper S-119

To: Senate

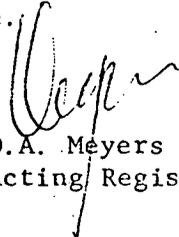
From: Registrar

26 March, 1968

Subject: Procedure for Granting Degrees

At a March 21st meeting of the three Deans, the Chairman of each Faculty Curriculum Committee and the Registrar, it was proposed that Senate approve the following procedure for the approval of undergraduate degrees:

1. Candidates must make application for graduation at least seven weeks before the end of the semester in which they expect to complete the requirements for the degree.
2. The Registrar sends to the Departments transcripts of all students who have applied and who appear to have completed the requirements for the degree, upon completion of their current program.
3. As soon as the examination results for the semester are known, an up-dated copy of the prospective graduand's academic record is sent to the Departments.
4. The Departments send the up-dated copy of the Permanent Record to the Dean together with their recommendation for presentation to the Faculty Curriculum Committee. (These documents would be available in the Dean's office for review by Faculty).
5. The Dean will advise the Registrar of those candidates to be presented for final approval by Senate.
6. The names of the approved graduands for each Faculty will be presented by the Registrar to Senate. The Registrar will bring to Senate a copy of the Permanent Record of each candidate to be approved by Senate.


D.A. Meyers
Acting Registrar