How to Confirm that a Student Has Applied for Graduation:
Ensuring that the Associate Degree will be Awarded

As students near the end of their academic programs, it is important that they apply for graduation so that they officially receive a degree from RIT/NTID. Chairs, program coordinators, and advisors should therefore make every effort to encourage students to apply to graduate.

One step in the degree completion process where it can be easy to overlook whether or not a student has applied to graduate is when an Intent to Enroll (ITE) form is submitted to the Admissions office for review. If the Registrar receives an Admissions-approved ITE form for a student who has not already applied to graduate from an NTID associate degree program, **the student will be deactivated from the associate degree** and activated in the bachelor's degree. When this happens, the student will be unable to apply to graduate from the associate degree program, which means that the student's associate degree will never be awarded.

If, however, the student has applied to graduate from the associate degree program before the ITE form is processed, the student will be activated in the bachelor's program **and will remain active in the associate degree**, thereby allowing the associate degree to be awarded once all requirements for it have been completed. **It is therefore important to ensure during the ITE submission process that a student has already applied to graduate.** To determine whether or not a student has applied to graduate, follow these steps in SIS:

1. Log into SIS and locate the student's record.
2. Click on the "Academics" tab.
3. Click on the "Edit Program Data" button.
4. Click on the "Student Degrees" tab.
5. Within the "Student Details" section, you should see at least one section where "Degree Checkout Stat" is indicated as "Applied for Graduation" as shown in the image below.

You may need to click on "View All" to find "Applied for Graduation".

The ITE form has now been updated to include checkboxes to indicate whether or not the student has applied to graduate.

Existing NTID Program/ New Desired Program Details	**Current Academic Department**	Form to be completed by end of November for spring semester and by end of March for fall semester. If graduating, associate degree must be certified by end of first semester of BS/BFA-level study.
To be completed by Current Academic Dept. Send completed form to NTID Admissions at 60-1200.	Current Academic Program _____ Current Academic Plan - Major_____ Current Department Name (Print) _____ Sign _____ Date _____ Academic Program _____New Academic Plan - Major _____ Did the student apply to graduate from the NTID program? ☐ Yes ☐ No Chair initials _____	

Ideally, you will always confirm that the student has already applied to graduate and you will check the "Yes" box. If you find that the student has not yet applied to graduate, please work with the student to apply to graduate in SIS. Although we want to avoid it, there may be occasional instances when a student does not want to receive the associate degree. In this case, check the "No" box. Regardless of whether you check "Yes" or "No", place your initials in the line to the right of the checkboxes to indicate that you have confirmed the student's final graduation status for the associate degree. Once this section of the ITE form has been completed, you may submit the form to NTID Admissions to be processed.