How to find Expected Graduation Term - Application for Graduation

1. Once you log in, click on Records and Enrollment
2. Click on Career and Program Information
3. Select Student Program/Plan
4. Search for a student (either enter the UID or student name)
5. At the top of the screen, click on the Student Degrees tab
6. If the student has submitted an application for graduation, the Degree Checkout Stat field will say Applied

   ![Degree Checkout Stat](Applied)

   If the Degree Checkout Stat field is blank, it should be inferred that the student has not yet applied for graduation and the date in the expected graduation term field is a projection.
7. After confirming that the student has Applied, click on the Student Program tab
8. Click Include History on the bottom of the Student Program tab
9. Navigate through the rows on the student’s program tab until you find the information below:

   - Status: Active in Program
   - Effective Date: 09/06/2012
   - Program Action: DATA
     - Action Reason: Data Change
   - Program Action: EXPG
     - Action Reason: Expected Graduation Term
   - Academic Institution: RIT01
     - Rochester Institute of Tech.
   - Academic Program: USCB
     - UGRD Business
   - Admit Term: 2101
     - 2010 Fall
   - Requirement Term: 2101
     - 2010 Fall
   - Expected Grad Term: 2135
     - 2013 Spr
   - Campus: MAIN

   This information indicates that there was a data change on the student record, and it was the expected graduation term. The data in the Expected Grad Term field indicates the term that the student has applied for graduation – or the application is active for.