Online Graduation Evaluation

1. Select *Online Graduation Evaluation Tool* from Faculty Services Menu

2. Select Term, Major/Minor/Conc. Code, and choose Not Evaluated

   ![Student List by Major/Minor/Conc.

   Select Term code 201140
   Select your Major/Minor/Conc. code 0503 - Accounting
   
   By Term to see all the evaluated students *only by term* selected.
   By Term and Major to see all evaluated students for selected term and major.
   Not Evaluated to see a list of students in major/minor/conc awaiting evaluation.

3. Students eligible for graduation evaluation will be listed. Select a Student ID to open evaluation form

   ![Student List

<table>
<thead>
<tr>
<th>No.</th>
<th>Student Id</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>College</th>
<th>Program</th>
<th>Rowan Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
<td>BA</td>
<td>BS-ACCT</td>
<td>@students.rowan.edu</td>
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<td></td>
<td>BA</td>
<td>BS-ACCT</td>
<td>@students.rowan.edu</td>
</tr>
</tbody>
</table>

*Note* Once the student graduation evaluation is submitted, the student is removed from “Not Evaluated”, and may be viewed by selecting “by Term” or “by Term and Major” buttons.

4. **Verification Links**
   1. Transcripts - Opens in New Tab/Window
Online Graduation Evaluation

5. Complete graduation evaluation questions and select Submit button

Questions for Advisor

Academic advisement is essential to successful degree completion. Please communicate any and all essential academic information to your students.

1. Will the student complete all necessary requirements this semester?
2. Are there special conditions that must be achieved in order to award their degree?
3. Is a thesis required?
4. Has the student completed their thesis/dissertation/exit interview/final project/performance?
5. Pending the successful completion of current coursework and the requirements listed above, is this student approved for graduation this term?

*If they have not completed Question 4 requirement, advisors must send an email to graduation@rowan.edu confirming the students' successful completion.

**Please note: a "NO" answer to questions #1 or #5 will result in the rejection of this student's graduation application.**

Degree conferral cannot occur with OUTSTANDING INCOMPLETE grades, insufficient transfer credit, or insufficient earned hours. Should you identify a credit deficiency, please review Credit by Examination as a possible solution.

Submit

6. Acknowledge OK for student evaluation