Undergraduate & Graduate Degree Conferral Process

**CURRENT DEGREE CONFERRAL PROCESS**

- **BEGIN**
  - GR Student applies for graduation
  - UG Student applies for graduation

- **6 GR student & JGBS student?**
  - NO: GR Degree Candidates reviewed by Dept & GPS
  - YES: GR Degree Candidates reviewed and approved by JGBS

- **GR Degree Candidates presented to Grad Council for endorsement**
  - Official Degree Candidate List presented to President for conferral
  - President confers degrees

- **OTR prepares Official Degree Candidate List**
  - OTR conducts final review of UG Degree Audit in Degree Works

- **Student Degree Works Audits reviewed & approved by Dept, UG Official Certifier**
  - GPS & JGBS prepare & send degree candidate memos to OTR

**PROPOSED DEGREE CONFERRAL PROCESS**

- **BEGIN**
  - GR Student applies for graduation
  - UG Student applies for graduation

- **Is GR student a JGBS student?**
  - NO: OTR prepares GR Degree Candidate List
  - YES: GR Degree Candidate List prepared by JGBS

- **GR Degree Candidates reviewed & approved by Depts**
  - GPS conducts final GR degree audit in Degree Works, etc.

- **GR Lists reviewed & approved by GPS Dean or JGBS Dean**
  - Official Degree Candidate List presented to President for conferral
  - President confers degrees

- **PROPOSED CHANGES**
  - Initial faculty review of Official Degree Candidate Lists to be done by Dean of Undergraduates, Dean of Graduate & Post Doc Studies, and Dean of JGBS instead of EX&S and Graduate Council
  - Ultimately, the President will continue to confer degrees (by authority granted by Rice Board of Trustees)
  - Degrees to be conferred three (3) times per academic year: Fall, Spring, & Summer. *See memo for note on Fall Degree Conferral (timing differences)