

## Submitting Departmental Honors Nominations in SIS

The Office of the Registrar requires departmental honors nominations for graduation candidates to be entered on the SIS Graduation Tracking page. (This is only applicable to those undergraduate departments/programs that have graduation candidates who will be receiving departmental honors in their major.) This procedure replaces the need for paper forms or memos to submit departmental honors nominations.

To submit departmental honors nominations, please follow these steps:

- 1) Go to Graduation Tracking Search page in SIS and search for the candidates who will be receiving departmental honors. (Please remember to search for the correct Expected Graduation Term)
- 2) Click on the View Student Details link to access each candidate's Graduation Tracking record.
- 3) On the Graduation Tracking page, scroll down to the Graduation Note section and click on the + button to add a row for a new note.
- 4) Enter HONOR in the Graduation Note column and click the magnifying glass.
- 5) Select Honors Nomination from the Look Up Graduation Note Search Results list.
- 6) Enter the Honors nomination in the Graduation Note Text column and just ignore the Grad Note Status; the status is not applicable.
- 7) Scroll down to the bottom of the Graduation Tracking page and click Apply or OK button to save and submit the nomination to the Graduation Services team.

Once the Graduation Services team has a chance to review and verify each nomination, they will enter the departmental honors in the Honors section below the Graduation Notes on the Graduation Tracking page.

If there's an issue with the nomination, then Graduation Services team will respond with a HONQU (Honors Question Grad Services) communication note. The nominating department/advisor will have to resolve the issue and get the necessary Dean's approval. The Graduation Services team will not enter the departmental honors in the Honors section until the necessary approval has been granted.

You can search for graduation candidates with HONOR or HONQU notes on the Graduation Tracking Search page, using the Graduation Note/Grade Flag search criteria. And, after the

departmental honors are entered by the Graduation Services team, you can search for candidates with departmental honors using the Departmental Honors search criteria.

As a reminder, the Latin Honors will be determined separately by the Graduation Services team, after all grades are posted for the candidate. There is no need to submit Latin Honors nominations.

This is one more reason for those who work with graduation candidates to be trained and get access to the Graduation Processing system in ALBERT SIS.

NOTE: There are two levels of departmental honors: honors and high honors. The minimum requirements for earning departmental honors are a 3.65 GPA (both overall and in the major); completion of 64 graded points in UA/GA coursework; and completion of a two-term honors sequence in the major that includes a capstone research project (typically a thesis). For more detail, see the section on “Honors and Awards” in the CAS Bulletin.