

HOW TO ENTER OR CHANGE EXPECTED GRADUATION TERM

in Student Program/Plan

TRAINING & SUPPORT TEAM
Academic Support Resources

UNIVERSITY OF MINNESOTA

Effective Spring 2018:

- Office of the Registrar (OTR) will add an **Expected Graduation Term (EGT)** to all **New Advanced Standing (NAS)** and **New High School (NHS)** students upon admission.
- Colleges and departments may update **EGT** when needed, as long as the **Degree Checkout Status** is blank.
- OTR will add the **Degree Checkout Status: Applied for Graduation** when a student achieves 75% or more progress towards degree completion (including in progress credits).
 - To change an **EGT** once the status is set to **Applied for Graduation**, students may submit a request form: onestop.umn.edu > **Forms** > **Graduation** > **Request to Change Expected Graduation Term (undergraduate only)**.

Changing an Expected Graduation Term:

1. Go to the most current row of the **Student Program/Plan** page.
 - a. Verify that on the **Student Program** tab the **Expected Grad Term** field is populated.
 - b. Verify that on the **Student Degree** tab the **Degree Checkout Status** is blank.
2. Add a row on the **Student Program** tab.
3. Allow the **Effective Date** field to default to the current date.
Exception: If there is a future dated row, use the day after that future date for the **Effective Date**.
4. Select the **Program Action: DATA**.
5. Enter the appropriate term code into the **Expected Grad Term** field. (**Save**)

1. Student Program

3. Effective Date 02/20/2018

4. Program Action DATA

5. Expected Grad Term: 1189

2. + -

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Adding an Expected Graduation Term:

College and department staff will need to add the **EGT** in **Student Program/Plan** for the following scenarios:

- A student returns after being discontinued, dismissed, or given leave of absence.
- A student is admitted as a change-of-campus student.
- A student is seeking an additional degree.

1. Go to the most current row of the **Student Program/Plan** page.
Determine the term for the **Expected Grad Term**.
2. Add a row on the **Student Program** tab.
3. Allow the **Effective Date** field to default to the current date.
4. Select the **Program Action: DATA**.
5. Enter the appropriate term code into the **Expected Grad Term** field. **(Save)**