

HOWARD UNIVERSITY

College of Engineering and Architecture

SENIOR GUIDE TO GRADUATION



Office of Student Services

SENIOR GUIDE TO GRADUATION

Note: This document is based on University policies regarding the graduation process. Updates will be provided as policies are updated or revised. Students should adhere to all policies and requirements in the undergraduate handbook for their major department.

Policies are also explained in the Undergraduate Bulletin at undergraduatestudies.howard.edu.

Graduation at Howard University is a four-step process.

Application + Academic Clearance + Financial Clearance + Ceremony

Step 1: Application

Prospective graduates must complete two separate applications.

1. CEA Graduation Application

Applications for graduation are emailed by the CEA Office of Student Services. Completed, typed applications must be returned to the Office of Student Services no later than the announced deadline.

All students who complete the application for graduation by the deadline and have the possibility of completing degree requirements in the indicated semester will be included on the **prospective graduate** list.

2. BisonWeb Graduation Application

Once designated as a prospective graduate, students will be able to apply for graduation in BisonWeb. Students must **complete the BisonWeb application by the indicated date on the University calendar.**

Information provided on the BisonWeb application is submitted to the to the University for the diploma order. **Student names will appear on the diploma exactly as they are printed on the application for graduation.** It is extremely important that students provide accurate mailing addresses and phone numbers (both local and permanent), as well as e-mail addresses, to both the Office of Enrollment Management (through BisonWeb) and the CEA Office of Student Services so that you may be contacted expeditiously for the mailing of your degree or if other issues arise.

***NOTE:** Students who do not graduate by the date indicated on their application should reapply. Students who must complete additional requirements during the summer session will become a part of the class of the following academic year.*

Step 2: Academic Clearance

The graduation clearance process begins with the review of academic records for all students who have been labeled prospective graduates. These are students who have the possibility of completing degree requirements in the current academic year (August, May, or December). It is the student's responsibility to complete all academic requirements for graduation, as indicated by their respective department. If a student is unclear about any academic requirements, he/she should seek clarification from his/her academic advisor.

Deadlines for completing academic requirements are included in the University academic calendar.

***NOTE:** Students enrolling in Consortium classes during their last semester run the risk of not completing their academic requirements on time and not being cleared to graduate since the schools involved may have different schedules.*

To obtain academic clearance for graduation...

FIRST, make an appointment with your faculty advisor to review your academic scheme. In addition to course requirements, students must also meet the following requirements.

- **Cumulative GPA:** Prospective graduates are required to earn a cumulative GPA of at least 2.0. This will be the cumulative GPA displayed in the BisonWeb academic record/transcript.
- **Major GPA:** Prospective graduates must also earn a GPA of 2.0 in their major. The major GPA is computed using grades earned in all required courses other than general education courses.
- **“D” Credits:** No student can be cleared for graduation if he/she has earned a “D” in more than 1/6th of the total semester hours required for the degree.

SECOND, check sheets are presented by the major department to the faculty. All prospective graduates are recommended to receive their degree based on a vote by the faculty.

Academic Scheme: the official record of program requirements for graduation. *Students should begin following the appropriate academic scheme as soon as they declare a major. Graduation clearance can be a smooth process if students follow their academic scheme and related requirements.*

Major: a series of courses prescribed by a department that include major course requirements and general education course requirements. *Students must complete the prescribed courses for their major and earn the total number of credit hours required to earn a degree.*

Credit Hours: *CEA majors require 120 to 171 total semester credit hours to earn the Bachelor's Degree*

Step 3: Financial Clearance

The Office of Student Financial Services provides each school/college with a listing of prospective graduates who have satisfied their financial obligations to the University. Students must satisfy all outstanding account balances, including the **graduation fee**, in order to be financially cleared for graduation. Financial obligations include:

Library

All library books must be returned and charges paid by the established deadline in order to obtain a library clearance. Students who borrow library materials after being cleared are responsible for additional charges or fines on their accounts.

Residence Life

Housing fees and late charges must be paid before students can receive financial clearance.

Exit Survey

Students who have received federal student loans or emergency loans are required to complete an exit interview administered by the Office of Student Financial Services. Visit the Campus Based Loan Office in the Administration Building to arrange an appointment to complete the exit interview prior to graduation. Students who fail to do so will not be permitted to graduate.

Step 4: Ceremony

Please be sure to read the following information and comply with all requirements to ensure you have a memorable and rewarding commencement experience.

Only students who have received academic and financial clearance for graduation by the deadline will participate in the commencement ceremonies.

University Commencement

The Commencement Convocation for Howard University is traditionally held on the main campus on the second Saturday in May each year. Information about the University ceremony, including times by which graduates must report, is available on the University website.

CEA Degree Recognition Ceremony

The College of Engineering and Architecture hosts a degree recognition ceremony on the Friday prior to the University Commencement each year. Information regarding the ceremony will be emailed to students by the Office of Student Services.

Diplomas

Official diplomas are mailed to students by the Office of Enrollment Management, usually 6-8 to weeks following commencement.

Procurement of Ceremony Regalia

The Howard University Bookstore hosts a graduation ordering fair to allow prospective graduates to order caps, gowns, announcements, and other memorabilia. In May, the ordered items will be distributed at a designated location, usually the University Bookstore. Check the Howard University Bookstore website for locations, dates, and times. Pick up is by school/college so be sure to note the time that is specific to CEA students. Student ID is required to receive and pay for ordered items. Academic and financial clearance may be required.

Graduation Tickets

Each prospective graduate will receive four graduation tickets for guests. Only students who have been academically and financially cleared will be able to collect tickets.

Assembly of Degree Candidates

Information on assembly for the Commencement Ceremony will be included in the graduation information made available on the University website.

Conferring of Degrees

Degrees will be conferred only during the University Commencement Ceremony. Degrees will not be conferred prior to the University Commencement Ceremony.

Commencement Program

Every attempt will be made to include all candidates for the Bachelor of Architecture and Bachelor of Science degrees in the commencement program. However, names will be eliminated for students who do not meet requirements by published deadlines. Inclusion of names in the program does not guarantee graduation. Students should check with their Major Department for question regarding graduation status.

Honor Cords & Medallions

Students who are graduating with honors may pick up an honors medallion from the CEA Office of Student Services before 1pm on the Thursday before the CEA degree recognition ceremony.

Senior Class Picture

All graduating seniors will be photographed as a group. Information on time and picture location is emailed to graduating seniors by the Office of Student Services.

Special Accommodations

Any graduate or guest in need of special accommodations due to a disability must contact the Director of the Office of Student Services for assistance.

Special Recognition

Honors Categories

Cumulative GPA	Honors Designation
3.20 to 3.49	Honors (<i>cum laude</i>)
3.50 to 3.79	High Honors (<i>magna cum laude</i>)
3.80 to 4.00	Highest Honors (<i>summa cum laude</i>)

These honors will appear on student transcripts, diplomas, and in the commencement program.

Honors Eligibility

Grades in non-credit courses are not considered in determining eligibility for honors. In addition, students are NOT eligible to receive honors distinctions if:

- Courses were repeated to raise GPA
- They have not been enrolled in at least 12 credit hours for each semester enrolled, with exception of the last semester in residence.

SENIOR GUIDE TO GRADUATION: FAQ

When are graduation applications due?

BisonWeb Application: *Check the University calendar.*

CEA Office of Student Services Application: *The application will be emailed to prospective graduates. The completed, TYPED application must be submitted to the CEA Office of Student Services.*

What if I need a class to graduate and it is not being offered?

Students must inform their Department Chair of any required course that is not listed in BisonWeb.

How do prospective graduates check on outstanding balances for tuition, library fines, housing charges, etc?

Students are able to view their balance by logging into BisonWeb > Student Accounts > View/Pay My Bill.

Are hospital bills included in the balances that must be paid in full in order to be financially cleared for graduation?

No, hospital bills are not included in a student's school balance and do not prohibit financial clearance for graduation.

Where do I go to obtain a library clearance?

Students must contact Founder's Library by the established deadline (see University Students must go to Founder's Library by the established deadline (see University calendar) in order to pay any library fines and obtain a library clearance.

Can I graduate with a balance?

No. All students must have a ZERO balance to obtain financial clearance for graduation.

Is there a limit to the number of “W”s (course withdrawals) I can have and still graduate?

There is no CEA policy that limits the number of “W”s a student can have to meet degree requirements. Note, however, that Satisfactory Academic Progress (SAP) and financial aid eligibility may be affected by course withdrawals.

What is the deadline for Transfer Credit/Advance Standing to be submitted?

All grades must be received by the deadline indicated for receipt of prospective graduates’ grades. Transfer Credit/Advance Standing for approved courses taken outside Howard University should also be processed by this date. Students should initiate requests for transfer credit as early as possible, but no later than forty-five days prior to the prospective graduates’ grade submission deadline.

If I am enrolled in a consortium class that does not count toward degree requirements, will my academic clearance for graduation be delayed if the grade is not received by Howard by the deadline for receipt of grades?

A consortium class could delay academic clearance for graduation, even if the class does not count toward degree requirements. Because consortium grades are factored into grade point averages, academic clearance for graduation cannot be completed if the consortium grade has the possibility of placing the student in breach of minimum grade point average and maximum “D” credit policies.

Must all prospective graduates complete an exit interview in the Office of Financial Aid?

Exit interviews must be completed if you are in one of the following categories.

- *Any student who borrowed a Direct Loan (must complete exit counseling at www.studentloans.gov)*
- *Any student who borrowed an institutional loan must schedule an appointment to speak with someone in the Office of Financial Aid to complete exit counseling*
- *Note, some students may have to complete multiple exit interviews based on their financial aid history. Graduation holds for exit interviews are usually applied in March.*

Must the last half of coursework required for the degree be completed in residence at Howard University in order to graduate with honors?

The CEA honors eligibility criteria are:

- *Meet the cumulative GPA requirement*
- *Courses may not have been repeated to raise the GPA for honors eligibility*

However, note that only sixty credits may be transferred toward CEA degree requirements, with the exception of special courses approved by the major Department Chair.

If I get a “D” in a course, but retake it and earn a higher grade, will the original “D” count toward the “D” credit maximum?

If a “D” grade was replaced in accordance with the University grade replacement policy, the original “D” does not count toward the total “D” credits.

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