School Contact Meeting  
May 12, 2016

Attendees: Kathryn Brice, Sheila Tolley, John Higgins, Travis Body, Tina Freitager-Kirkaldy, Sarah Doran, Martha Ann Toms-Farmer, Emily Cockrell, Tracy Mourton, Rachel Miller, Iva Gillett, Arlyn Burgess, Janelle Jennings, Tracey Doniel, Sheila Sprouse, Amanda Crombie, Marcia LaFleur, Briana Reid, Sally Armentrout, Terri Smith, Mary Lane

- **Student Financial Services**
  - A notice was sent to degree candidates with balances that will prevent degree conferral on Wednesday, May 11th
  - 14 degree candidates with balances
  - If balances are not resolved now, the students will be placed on financial suspension and will need to be conferred later during the term that payment is made. The student would need to be enrolled in affiliated status for that term.

- **Spring Rosters/Grades**
  - End of term rosters now available for faculty in SIS
  - Grading guidelines flyer sent via email to faculty May 4th
  - Deadline for Spring Grades is Tuesday, May 17th
  - Grade lapse for Professional Schools ran yesterday (3 MEDS students)
  - Outstanding grade e-mails will be sent to instructors in the days after the grading deadline
  - UREG is providing after hours e-mail coverage for grading emergencies through May 17th

- **Graduation / Degree Conferral**
  - Ceremonial Scrolls: Please check the number of scrolls that were provided. If more are needed, please request these ASAP. Felts are due back by May 27th.
  - Distinction Levels: Due by 5:00pm on Thursday, May 19th.
  - Degree Conferral:
    - Degree candidate lists will now contain multiple majors/plans and subplans. We will send these out on Wednesday May 18th.
    - Expectation is to verify completion of all plans/subplans. If second majors are outside of the student’s home school, the school or department (For College) owning the major should be contacted with any questions.
    - Expectation is to have verified lists of graduates returned to UREG by Monday, May 23rd. Any student exceptions (i.e. one student still waiting on a grade) should be handled as one-off conferrals in the days to follow, but no later than May 27th.
  - Diplomas: Ordered upon completion of all conferrals, no later than May 31st.
    - Mailing Addresses: Students with Charlottesville addresses listed as their Diploma Mailing Address will be contacted one final time to be reminded to change their address if necessary to a permanent address if they will be moving following graduation.
  - NSC Graduates File: Will be sent June 1st for all except Law. June 17th for Law
    - The schedule for sending summer enrollment to NSC is still being finalized.
CeDiploma Presentation
- UREG went live with CeDiplomas May 10th
  - Only available for May 2016 Degree Recipients and forward
- CeDiplomas will be ordered when the “paper” Diploma is ordered.
- When the paper diplomas are mailed, students receive an email indicating the mailing status and giving them the information regarding the availability of their CeD
- UREG will continue to notarize diplomas as necessary for students who graduated pre-May 2016
- If you have not already done so, please check out the UREG Website for additional details
  - http://www.virginia.edu/registrar/cediploma.html

The RECORD Audit
- A recent audit of one of the University’s schools revealed that published degree requirements in the Undergraduate Record/Graduate Record were either incomplete or inconsistent with information posted on the school’s website. As a result, UREG – in cooperation with the Provost’s Office – is conducting an urgent audit of academic program requirements contained in the Undergraduate Record/Graduate Record and on school websites.
- As a reminder, the Undergraduate Record/Graduate Record represent the official repository for academic program requirements. While schools may publish program requirements on school and/or departmental websites, these websites are for informational purposes only. (Questions concerning these accreditation standards may be directed to Dave Wolcott, Associate Vice Provost for Academic Accreditation, at daw5h@virginia.edu.)
- To implement the recommendations of Internal Audit, by August 1st, 2016, each academic program must complete the following:
  - Review the program requirements contained in the Undergraduate Record/Graduate Record.
    - If program requirements already exist, confirm that these requirements are accurate and complete.
    - If no program requirements exist, provide such requirements to UREG. If you need an example of a best practice, please send me a note and I’ll provide you one.
  - Review program requirements contained on school and/or departmental websites.
    - Confirm such requirements are accurate and complete.
    - Confirm such requirements are consistent with information published in the Undergraduate Record/Graduate Record.
    - Include the following notification on school and/or departmental websites: “The information contained on this website is for informational purposes only. The Undergraduate Record and Graduate Record represent the official repository for academic program requirements. These publications may be found at http://records.ureg.virginia.edu/index.php.”
- To assist users, access to make changes to the coming year’s RECORD in Acalog will be allowed up to July 1st. After that time, updates will need to be sent to UREG.

Academic Level
- Additional levels for Graduate/Professional (8, 9, and 10)
- This will allow schools to be able to easily tell which students and how many have been given time for degree extensions (from 7 to 8 years) in a simple report without having to calculate term counts
- This will help in identifying those students that have been given advanced standing through transfer credits without needing to calculate admit vs expected graduation terms for academic audits
- It will assist in the identification of students that have or are pursuing multiple graduate degrees at UVA that need to have milestone and credit issues for each degree addressed