GRADUATION APPLICATION & DEGREE CLEARANCE INFORMATION

Diploma Application Corrections

If a student applies and realizes that he/she has applied for the wrong term, do not contact the Registrar's Office. Contact your Rackham Academic Records & Dissertations evaluator to update the record. The Evaluator will withdraw the application or deny the degree so that the student can reapply for the correct term.

Departmental Degree Clearance Report

This report replaces the Degree Checkout Status report previously run against the data warehouse through Business Objects for Master’s students. Note that this report is “real time.” To obtain access, be sure to complete the online self study course (SRS116) --self study in MAIS LINC (https://maislinc.umich.edu/). Please run this report regularly to see who has applied for graduation for the current term.

If you wish to print this report, it is easiest if you first format the report. Use the following steps in Microsoft Excel:
*Format the data using 10 pt. Arial Font, landscape, 75% scaling
*Format the column heading cells as follows: Format / Cells / Alignment / Text Control = Wrap Text

This formatting will enable you to print the report on one page. This report is preferred since the data will be real-time instead of the weekly refresh which existed in the data warehouse environment for Business Objects.

If you would like hands-on assistance setting up the Departmental Degree Clearance Report, please contact Deborah Brandon (Rackham ITS) at 7-8302.