CERTIFYING INSTRUCTIONS FOR FACULTY USING THE MAJOR CERTIFICATION FORM

TIMELINE: Seniors in their last semester are required to submit their Major Certification Form for final certification. The Final Submit button appears for students one week after Drop/Add ends in their final semester.

Faculty certifiers are asked to complete their spring certifications by Friday, April 1, 2022. December completions must be certified by October 28, 2021.

Student Clicks Final Submit Button in Major Certification which sends the form electronically to the faculty certifier.

- faculty certifier receives an automated email alerting them the form is ready for review.
- faculty certifier accesses form by clicking on the "Ready for Certification" link in portfolio.
- the form will remain "Ready for Certification" until you take an action (does not expire)

Introducing Editing Feature for Faculty Certifiers During Certification

In direct response to faculty requests, we have added a feature to the Major Certification Form that allows faculty certifiers to edit the form during certification in order to make corrections and improve the final presentation of the form and complete the certification process in a fluid manner.
Below is a screenshot of a typical form that has been submitted for final certification. The arrow draws your attention to the placement of these new tools in the form. Directly below the Enable Editing button is the permanent link to the Certifying Instructions for Faculty. Detailed instructions on how to use the editing button are provided in this documentation.
There are 3 basic actions you can take as a faculty certifier as shown below.

Option #1
Student is complete
- Student has no required courses in progress

Option #2
Student has required courses in progress
- Certifier must click on "here" link to verify courses in progress & enter stipulations

Option #3
Student will not complete the major
- Certifier must enter explanatory text that will be visible to student & contact Class Dean

Once you have clicked on a certifying option, you must click the CERTIFY button to complete the process! (see screenshot with arrow below)

This Student:
- Has fulfilled all requirements for the major.
- Will fulfill all requirements for the major upon completion of the following stipulations and/or courses noted here.
- Will not fulfill major requirements by the end of the semester. Please indicate below what the student needs to take in order to do so.

The Concentration Requirement
This graduation requirement may be met by completing a departmental major, an interdisciplinary major, or a college program. The concentration major is an integrated program of advanced study approved by the major department. No more than four course credits from other departments may be used to fulfill major requirements. For information about over-subscription in a department, please see the academic regulations in the University Catalog on the Web and consult your credit analysis.
Who Can Certify?

If you click on the “Ready for Certification” link and see a message in red at the bottom that states “You are not authorized to certify the major”, then you have not been set up as a certifier. If you believe this is in error, please contact Susan Krajewski at x2738. Some departments allow individual advisors to certify their major advisees, while others require the chair or a special designee to manage all certifications. Contact your chair if you have questions about how your major handles certifications.

Recommended Steps for Faculty Certifiers

- Click on the single-course view link in top right of form
- Count the number of courses appearing there
- Does it match the minimum number required?
- Open the Academic History link if necessary
- Check gened status noted on form if necessary for major

Arrows on the screenshot below show the location of these elements on the form!
This is a screenshot of the single-course view page.

![Screenshot of form](image)

If the required number of courses have been successfully completed, choose certifying option #1. If this page includes in-progress courses (which appear in green), you must choose certifying option #2 and click on the "here" link to verify those selections and indicate whether a minimum grade is required. If the student will not complete the major, choose certifying option #3.

Close this window to return to the Major Certification Form.

**So you want to make changes to the form?**

Click on the Enable Editing Button

• located in the upper right-hand corner of the form

This opens up the student view with request override links

• Here you can deselect courses & submit overrides

Once you click on the Enable Editing button, you are brought to the student view (see screenshot below). There are now additional links available to you where you can submit an override request as if you were acting as the student. Any override you submit on behalf of the student to clean up his/her form automatically comes in as approved while using this tool.

Please note that each requirement line has a request override link so use the link that corresponds to the location on the form where you wish to have the course appear.
These are the various changes you can make to the form:

- **Uncheck a course that was offered**
  - Helpful if the student checked an in-progress course that is not needed.

- **Offer a different course using override request**
  - Clicking on request override opens up a drop-down box of student’s entire academic history.

- **Overrides offered by the certifier are automatically approved**
  - Eliminates unnecessary approval steps to streamline certification.
Once your edits are complete, simply scroll to the bottom of the form, and click the SAVE CHANGES button to return to the Certification Screens (see screenshot below).

Multiple Corrections are Possible:

Once you have clicked the SAVE CHANGES button, it is possible to make additional corrections. You simply need to click the Enable Editing button again to enter the student’s form to make your additional change. This can be done multiple times if necessary.

Once the form is finally in good order, return to the certification screens. Choose a certifying option and click the CERTIFY button. Once you have completed the process, the status will update at the top of the Major Certification Form (see screenshot with arrow below). The status will also update in your portfolio to show the student has been CERTIFIED.
If you have any problems or questions related to the Major Certification process, please contact Susan Krajewski at x2738 or Anna van der Burg at x3298.