

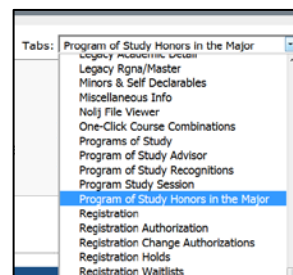
Honors in the Major Initial Approval and Final Approval

Honors in the Major is moving from the University Honors Program to the College of Liberal Arts and Sciences (CLAS) beginning summer 2018. This change will impact:

1. [How CLAS students apply to graduate with Honors in the Major](#)
2. [How CLAS students who request Honors in the Major are given Initial Approval](#)
 - **Initial Approval** is necessary for students to be identified as graduating with Honors in the Major in the commencement program
3. [How CLAS students who request Honors in the Major are given Final Approval](#)
 - **Final Approval** is necessary for students' transcripts and diplomas to include the notation for Honors in the Major

Prior to summer 2018, every CLAS degree applicant was given the opportunity to **Request Honors Designation** when applying to graduate. Beginning summer 2018, only students identified by their academic departments as **Pursuing Honors** will be allowed to request honors. Some of these students may have been marked previously by an advisor as having an **Honors Interest**, or having an interest in graduating with Honors in the Major; other students might announce their intention to pursue Honors in the Major at a later date.

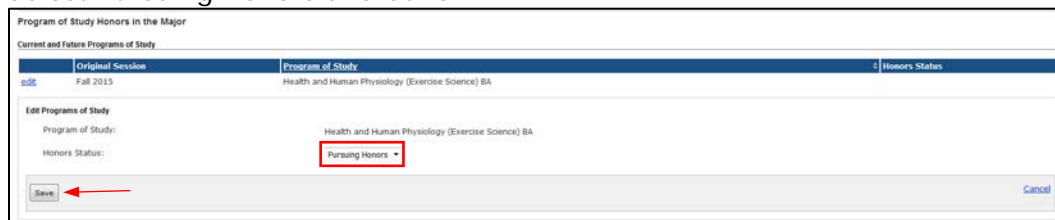
Students marked as Pursuing Honors should be on track to earn the department's Honors in the Major grade point average as well as being engaged in Honors in the Major activities. Advisors, or other faculty and staff designated by each CLAS department, will use the Programs of Study Honors in the Major screen in MAUI (**Tabs: Registrar > Programs of Study Honors in the Major**) to mark eligible students as Pursuing Honors:



Open the Programs of Study Honors in the Major page in MAUI and select edit:



Select Pursuing Honors and Save:



Honors Status is now Pursuing Honors:

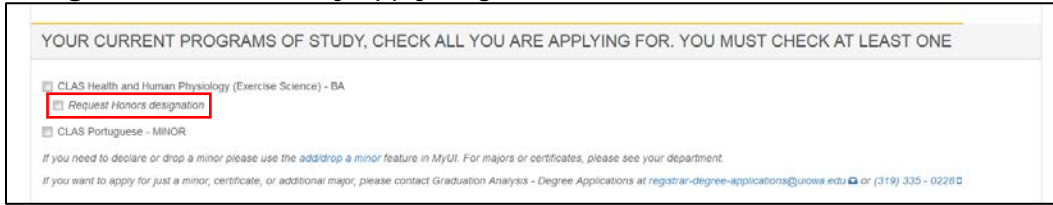


NOTE: The same process is used to mark a student as Honors Interest

Honors in the Major Initial Approval and Final Approval

1. How CLAS students apply to graduate with Honors in the Major

Students who are marked as **Pursuing Honors** will be able to **Request Honors Designation*** when they apply to graduate:



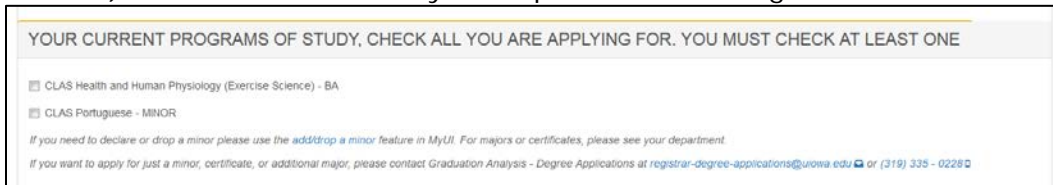
YOUR CURRENT PROGRAMS OF STUDY, CHECK ALL YOU ARE APPLYING FOR. YOU MUST CHECK AT LEAST ONE

- CLAS Health and Human Physiology (Exercise Science) - BA
- Request Honors designation
- CLAS Portuguese - MINOR

If you need to declare or drop a minor please use the add/drop a minor feature in MyUI. For majors or certificates, please see your department.
If you want to apply for just a minor, certificate, or additional major, please contact Graduation Analysis - Degree Applications at registrar-degree-applications@uiowa.edu or (319) 335 - 0228

* This text will change to Request Honors in the Major

Students who are not identified as Pursuing Honors (e.g., marked as Honors Interest) will not have the ability to Request Honors Designation:



YOUR CURRENT PROGRAMS OF STUDY, CHECK ALL YOU ARE APPLYING FOR. YOU MUST CHECK AT LEAST ONE

- CLAS Health and Human Physiology (Exercise Science) - BA
- CLAS Portuguese - MINOR

If you need to declare or drop a minor please use the add/drop a minor feature in MyUI. For majors or certificates, please see your department.
If you want to apply for just a minor, certificate, or additional major, please contact Graduation Analysis - Degree Applications at registrar-degree-applications@uiowa.edu or (319) 335 - 0228

When an advisor identifies a student who is eligible for Honors in the Major but was unable to make this request on the degree application, please send the student's name and UID to Graduation Analysis (grad-analysis@uiowa.edu) for manual entry.

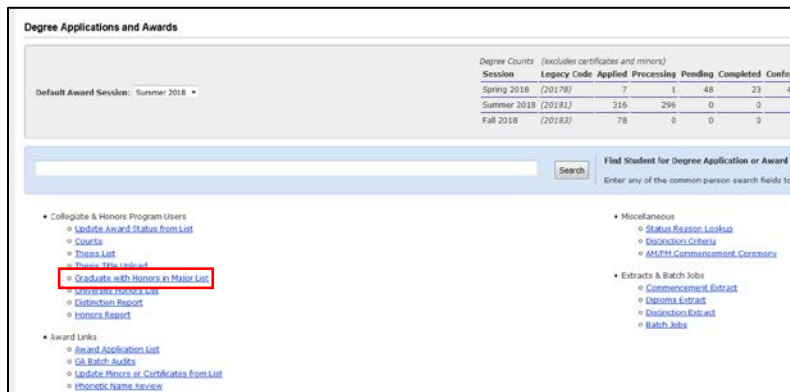
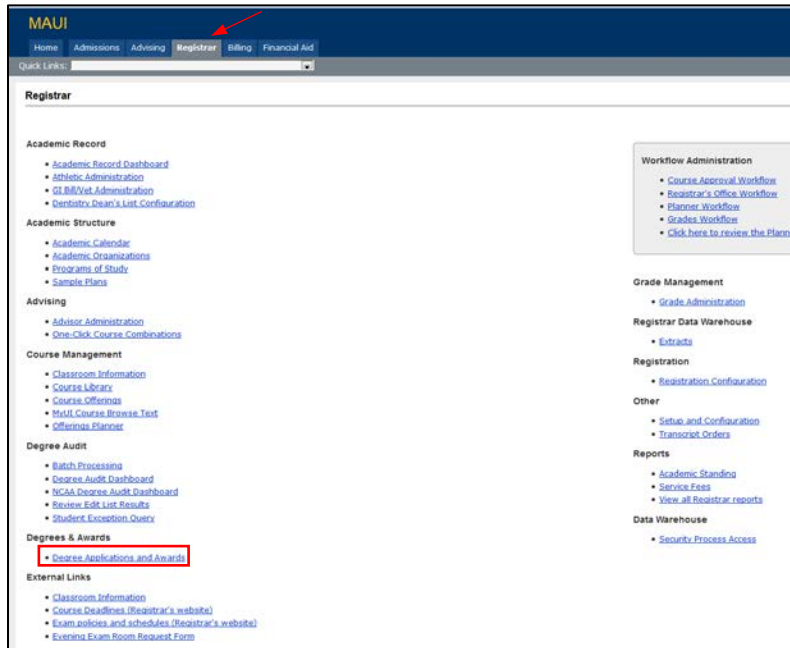
Honors in the Major Initial Approval and Final Approval

2. How CLAS students who request Honors in the Major are given **Initial Approval**

After the degree application deadline each semester or session, advisors, or other faculty and staff designated by each CLAS department, will be asked to mark degree applicants from their department who are Pursuing Honors and selected Request Honors Designation as Initial Approval or Not Approved. **Initial Approval** indicates that:

- During the semester or session that the student plans to graduate, that the student is on track for completing all of the requirements for Honors in the Major
- Marking a student with Initial Approval will allow the Honors in the Major notation to appear under the student's name in the Commencement Program

NOTE: The page to mark students with Initial Approval and Final Approval is being constructed. You will access this page through the Registrar Tab in MAUI (**Registrar > Degrees & Awards > Degree Applications and Awards > Collegiate & Honors Program Users > Graduate with Honors in Major List**). The page will appear similar to the examples below, but fields that are specific to Graduation Analysis may be removed.



Honors in the Major Initial Approval and Final Approval

Using the drop-down lists, select your Program for a list of degree applicants who selected Request Honors Designation on their degree application:

Degree Applications and Awards > Graduate with Honors in Major

Award Session: Summer 2018

College: Liberal Arts and Sciences

Program: Human Physiology (Health and Human Physiology)

Honor Status: Requested

Search

Set Honors Status to:

Save (you may use this SAVE button or the one at the bottom of the list)

Check all | Uncheck all

Student	UnivId	Honors in Major	University Honors	College	Award	Award Status	Program	Honors Notation Override	Program Status	UI GPA/Hours and Date	Grades Official	Email
<input type="checkbox"/>		Requested		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.32576/118 05/21/2018	✓	
<input type="checkbox"/>		Requested		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.74873/118 05/17/2018	✓	
<input type="checkbox"/>		Requested		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.95659/123 05/21/2018	✓	

Save

Export options: CSV | Excel

* Confirm that you are working in the correct Award Session

Using the drop-down list for Set Honors Status to:

1. Select Initial Approval and either select Check all (if all students are granted Initial Approval) or select the check box for individual students granted Initial Approval
2. Select Save

Degree Applications and Awards > Graduate with Honors in Major

Award Session: Summer 2018

College: Liberal Arts and Sciences

Program: Human Physiology (Health and Human Physiology)

Honor Status: Requested

Search

Set Honors Status to: Initial Approval

Save (you may use this SAVE button or the one at the bottom of the list)

Check all | Uncheck all

Student	UnivId	Honors in Major	University Honors	College	Award	Award Status	Program	Honors Notation Override	Program Status	UI GPA/Hours and Date	Grades Official	Email
<input type="checkbox"/>		Requested		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.32576/118 05/21/2018	✓	
<input checked="" type="checkbox"/>		Requested		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.74873/118 05/17/2018	✓	
<input checked="" type="checkbox"/>		Requested		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.95659/123 05/21/2018	✓	

Save

Export options: CSV | Excel

* Confirm that you are working in the correct Award Session

When necessary, repeat the same steps to set Honors Status to Not Approved:

Degree Applications and Awards > Graduate with Honors in Major

Award Session: Summer 2018

College: Liberal Arts and Sciences

Program: Human Physiology (Health and Human Physiology)

Honor Status: Requested

Search

Set Honors Status to: Not Approved

Save (you may use this SAVE button or the one at the bottom of the list)

Check all | Uncheck all

Student	UnivId	Honors in Major	University Honors	College	Award	Award Status	Program	Honors Notation Override	Program Status	UI GPA/Hours and Date	Grades Official	Email
<input checked="" type="checkbox"/>		Requested		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.32576/118 05/21/2018	✓	

Save

Export options: CSV | Excel

* Confirm that you are working in the correct Award Session

Honors in the Major Initial Approval and Final Approval

Select All for Honors Status to review and confirm the status for the students in your Program:

Degree Applications and Awards > Graduate with Honors in Major * Award Session: Summer 2018

College: Liberal Arts and Sciences Award:

Program: Human Physiology (Health and Human Physiology) Honor Status: All

Set Honors Status to:

(you may use this SAVE button or the one at the bottom of the list)

Check all | Uncheck all

<input type="checkbox"/>	Student	Unyield	Honors in Major	University Honors	College	Award	Award Status	Program	Honors Notation Override	Program Status	UI GPA/Hours and Date	Grades Official	Email
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Not Approved		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.32576/118 05/21/2018	<input checked="" type="checkbox"/>	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Initial Approval		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.74873/118 05/17/2018	<input checked="" type="checkbox"/>	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Initial Approval		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.95559/123 05/21/2018	<input checked="" type="checkbox"/>	[REDACTED]

Export options: [CSV](#) | [Excel](#)

* Confirm that you are working in the correct Award Session

Honors in the Major Initial Approval and Final Approval

3. How CLAS students who request Honors in the Major are given **Final Approval**

After grades have been submitted and added to students' records, advisors, or other faculty and staff designated by each CLAS department, will be asked to update students marked as Initial Approval as either Final Approval or Not Approved. **Final Approval** indicates that:

- The student has successfully completed all requirements to graduate with Honors in the Major and that this notation should be added to the student's record

NOTE: The page to mark students with Initial Approval and Final Approval is being constructed. You will access this page through the Registrar Tab in MAUI (**Registrar > Degrees & Awards > Degree Applications and Awards > Collegiate & Honors Program Users > Graduate with Honors in Major List**). The page will appear similar to the examples below, but fields that are specific to Graduation Analysis may be removed.

The screenshot shows the MAUI Registrar website. The navigation menu includes Home, Admissions, Advising, Registrar, Billing, and Financial Aid. The Registrar tab is selected. The main content area is divided into several sections: Academic Record, Academic Structure, Advising, Course Management, Degree Audit, Degrees & Awards, and External Links. The 'Degrees & Awards' section contains a link for 'Degree Applications and Awards' which is highlighted with a red box. Other sections include Workflow Administration, Grade Management, Registrar Data Warehouse, Registration, Other, Reports, and Data Warehouse.

The screenshot shows the 'Degree Applications and Awards' page. At the top right, there is a table of Degree Counts (excluding certificates and minors). Below the table is a search bar and a 'Find Student for Degree Application or Award' section. The main content area contains a list of navigation links under the heading 'Collegiate & Honors Program Users'. The link 'Graduate with Honors in Major List' is highlighted with a red box. Other links include 'Update Award Status from List', 'Counts', 'Thesis List', 'Withdrawal Report', 'Honors Report', 'Award Links', 'Miscellaneous', 'Status Reason Lookup', 'Description Criteria', 'AMTH Commencement Ceremony', 'Extracts & Batch Jobs', 'Commencement Extract', 'Openness Extracts', 'Distinction Extract', and 'Batch Jobs'.

Session	Legacy Code	Applied	Processing	Pending	Completed	Confirms
Spring 2018	(2017R)	7	1	48	23	49
Summer 2018	(2018J)	316	296	0	0	
Fall 2018	(2018J)	78	0	0	0	

Honors in the Major Initial Approval and Final Approval

Using the drop-down lists, select your Program for a list of degree applicants who have been given Initial Approval:

Degree Applications and Awards > Graduate with Honors in Major

Award Session: Summer 2018

College: Liberal Arts and Sciences

Program: Human Physiology (Health and Human Physiology)

Honor Status: Initial Approval

Set Honors Status to:

Save (you may use this SAVE button or the one at the bottom of the list)

Student	Unhold	Honors in Major	University Honors	College	Award	Award Status	Program	Honors Notation Override	Program Status	UI GPA/Hours and Date	Grades Official	Email
<input type="checkbox"/>		Initial Approval		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.74873/118 05/17/2018	<input checked="" type="checkbox"/>	
<input type="checkbox"/>		Initial Approval		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.95659/123 05/24/2018	<input checked="" type="checkbox"/>	

Save

Export options: CSV | Excel

* Confirm that you are working in the correct Award Session

Using the drop-down list for Set Honors Status to:

1. Select Final Approval and either select Check all (if all students are granted Final Approval) or select the check box for individual students granted Final Approval
2. Select Save

Degree Applications and Awards > Graduate with Honors in Major

Award Session: Summer 2018

College: Liberal Arts and Sciences

Program: Human Physiology (Health and Human Physiology)

Honor Status: Initial Approval

Set Honors Status to: Final Approval

Save (you may use this SAVE button or the one at the bottom of the list)

Check all | Uncheck all

Student	Unhold	Honors in Major	University Honors	College	Award	Award Status	Program	Honors Notation Override	Program Status	UI GPA/Hours and Date	Grades Official	Email
<input checked="" type="checkbox"/>		Initial Approval		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.74873/118 05/17/2018	<input checked="" type="checkbox"/>	
<input type="checkbox"/>		Initial Approval		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.95659/123 05/24/2018	<input checked="" type="checkbox"/>	

Save

Export options: CSV | Excel

* Confirm that you are working in the correct Award Session

When necessary, repeat the same steps to set Honors Status to Not Approved:

Degree Applications and Awards > Graduate with Honors in Major

Award Session: Summer 2018

College: Liberal Arts and Sciences

Program: Human Physiology (Health and Human Physiology)

Honor Status: Initial Approval

Set Honors Status to: Not Approved

Save (you may use this SAVE button or the one at the bottom of the list)

Check all | Uncheck all

Student	Unhold	Honors in Major	University Honors	College	Award	Award Status	Program	Honors Notation Override	Program Status	UI GPA/Hours and Date	Grades Official	Email
<input checked="" type="checkbox"/>		Initial Approval		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.95659/123 05/24/2018	<input checked="" type="checkbox"/>	

Save

Export options: CSV | Excel

* Confirm that you are working in the correct Award Session

Honors in the Major Initial Approval and Final Approval

Select All for Honors Status to review and confirm the status for the students in your Program:

[Degree Applications and Awards](#) > Graduate with Honors in Major Award Session: Summer 2018

College: Liberal Arts and Sciences Award:

Program: Human Physiology (Health and Human Physiology) **Honors Status: All**

Set Honors Status to:

(you may use this SAVE button or the one at the bottom of the list)

|

<input type="checkbox"/>	Student	Unhold	Honors in Major	University Honors	College	Award	Award Status	Program	Honors Notation Override	Program Status	UI GPA/Hours and Date	Grades Official	Email
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Not Approved		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.32576/118 05/23/2018	<input checked="" type="checkbox"/>	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	Final Approval		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.74875/118 05/17/2018	<input checked="" type="checkbox"/>	[REDACTED]
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Not Approved		CLAS	BS	APPLIED	Human Physiology	None	ACTIVE	3.95659/123 05/24/2018	<input checked="" type="checkbox"/>	[REDACTED]

Export options: [CSV](#) | [Excel](#)

* Confirm that you are working in the correct Award Session