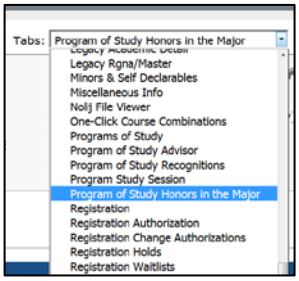
Honors in the Major
Initial Approval and Final Approval

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

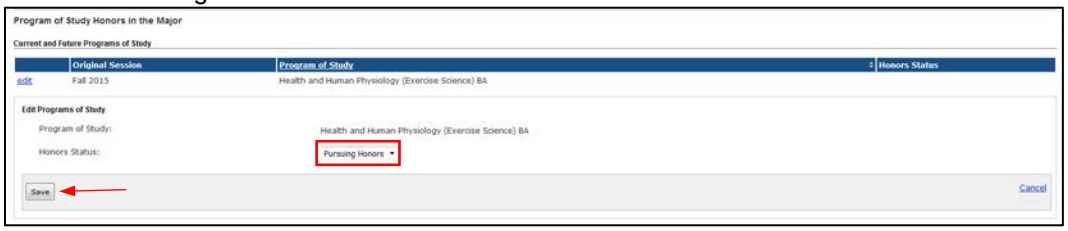
Prior to summer 2018, every CLAS degree applicant was given the opportunity to ***Request Honors Designation*** when applying to graduate. Beginning summer 2018, only students identified by their academic departments as ***Pursuing Honors*** will be allowed to request honors. Some of these students may 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

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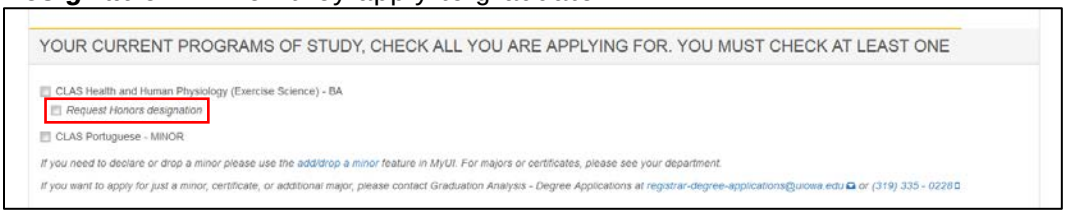
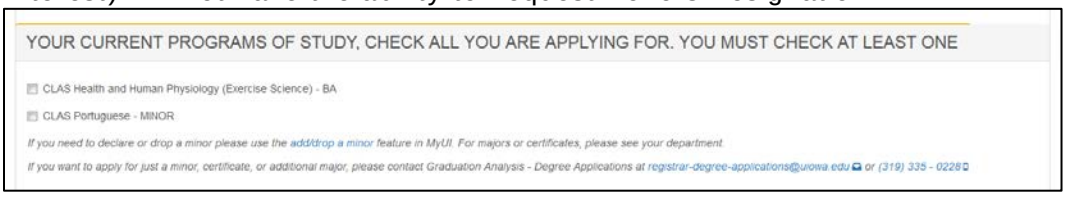
1. How CLAS students apply to graduate with Honors in the Major

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



   **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:



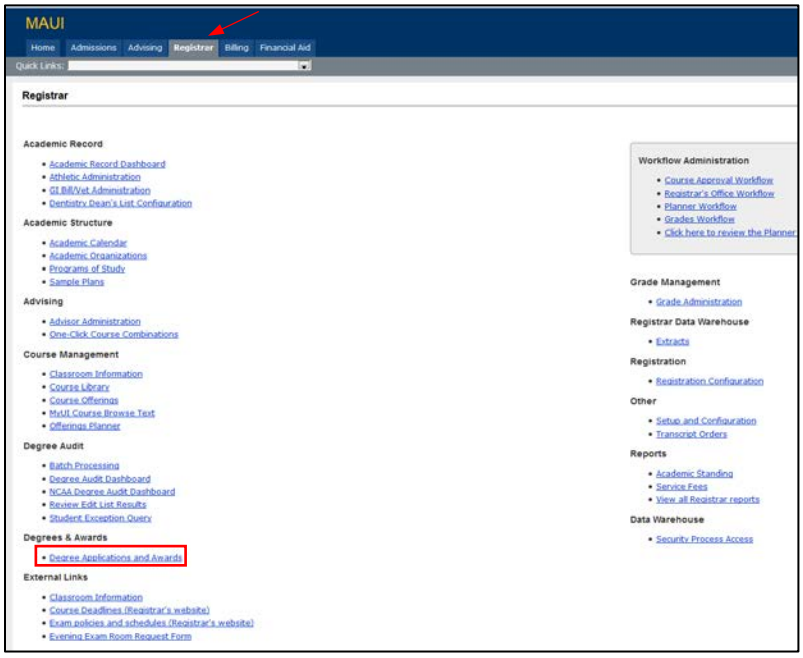
   When an advisor identifies a student who is eligible for Honors in the Major but was unable to make this request on the degree application, please send the student's name and UID to Graduation Analysis (grad-analysis@uiowa.edu) for manual entry.

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:

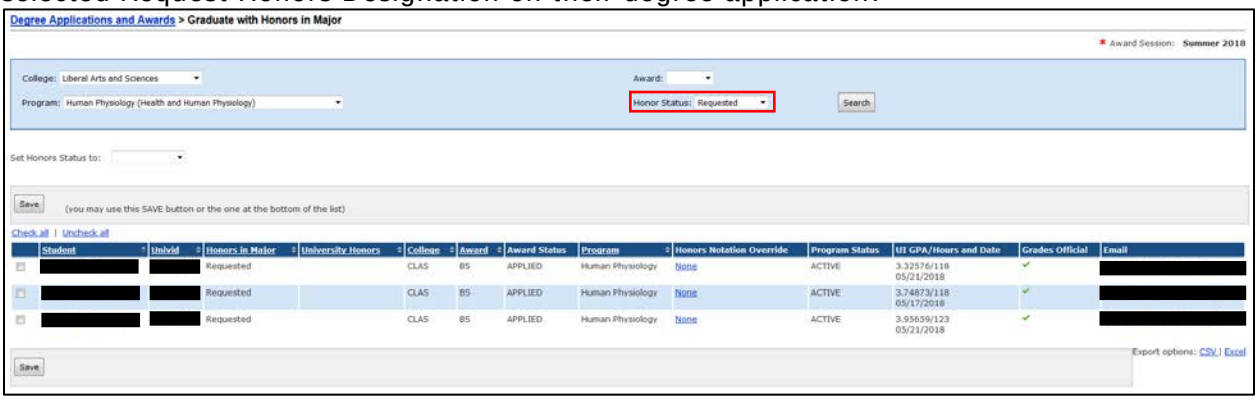
   - During the semester or session that the student plans to graduate, that the student is on track for completing all of the requirements for Honors in the Major
   - Marking a student with Initial Approval will allow the Honors in the Major notation to appear under the student's name in the Commencement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

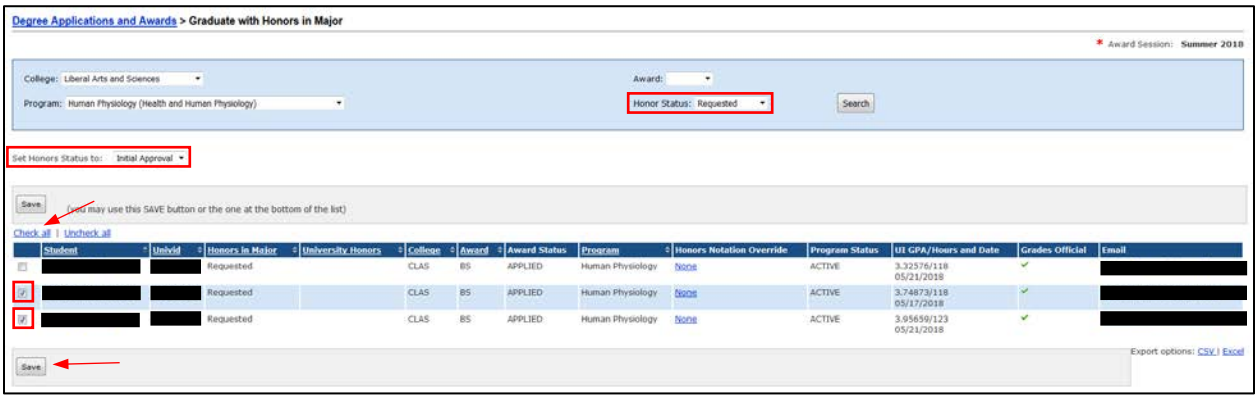
Using the drop-down lists, select your Program for a list of degree applicants who selected Request Honors Designation on their degree application:



***** *Confirm that you are working in the correct Award Session*

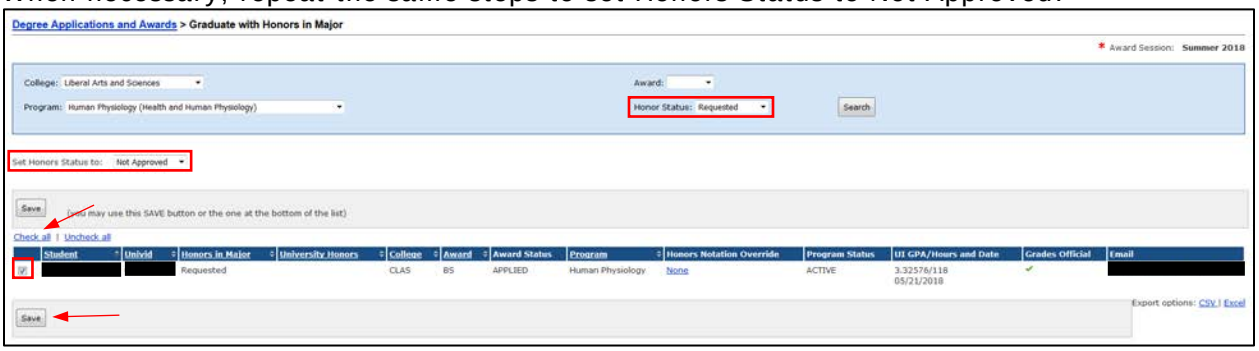
Using the drop-down list for Set Honors Status to:

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



***** *Confirm that you are working in the correct Award Session*

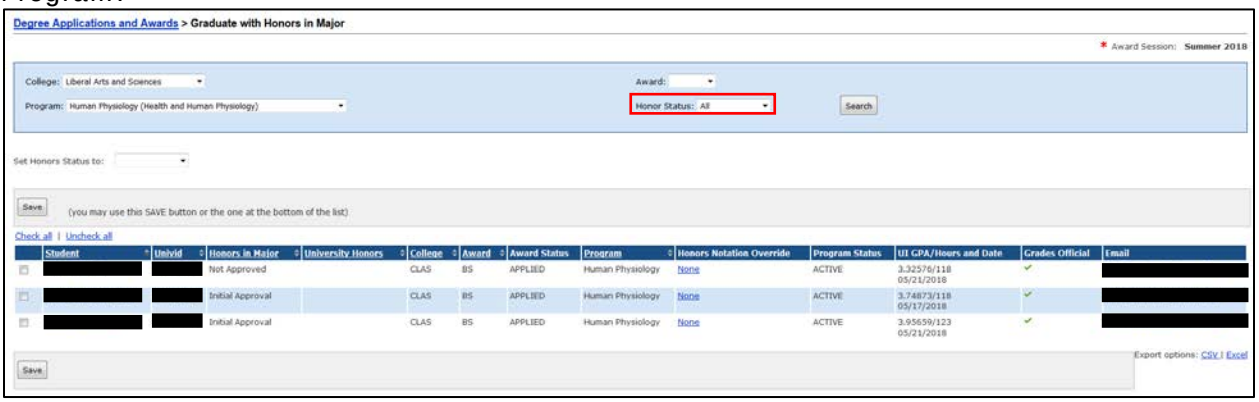
When necessary, repeat the same steps to set Honors Status to Not Approved:



***** *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:



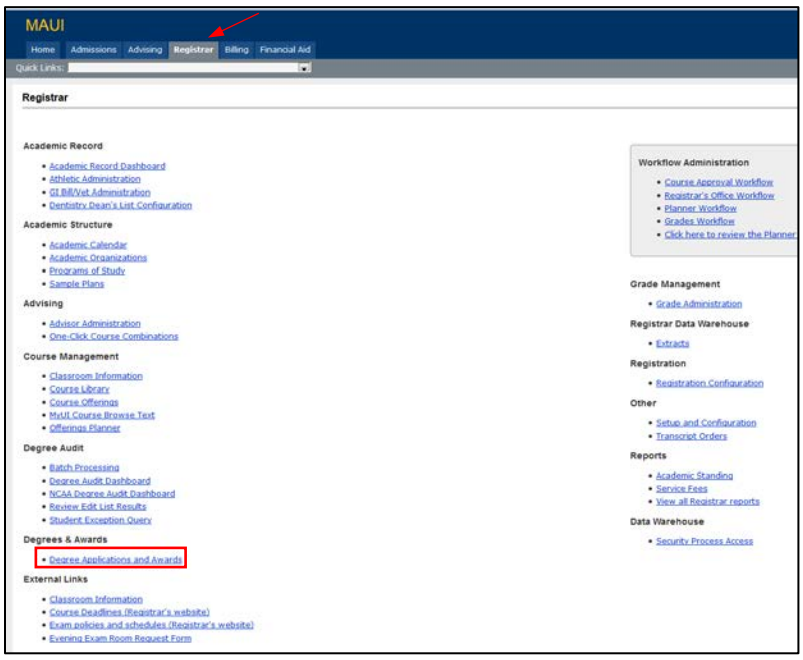
***** *Confirm that you are working in the correct Award Session*

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:

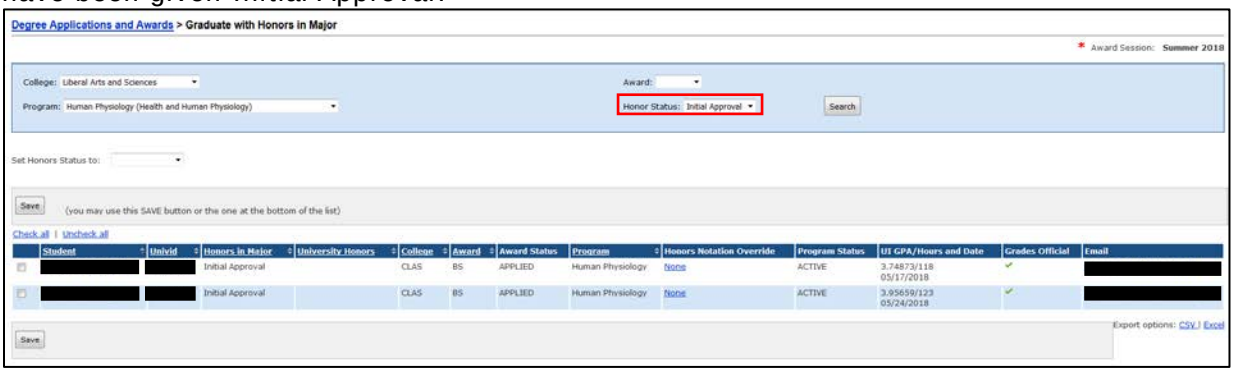
   - The student has successfully completed all requirements to graduate with Honors in the Major and that this notation should be added to the student's record

   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.*



Honors in the Major
Initial Approval and Final Approval

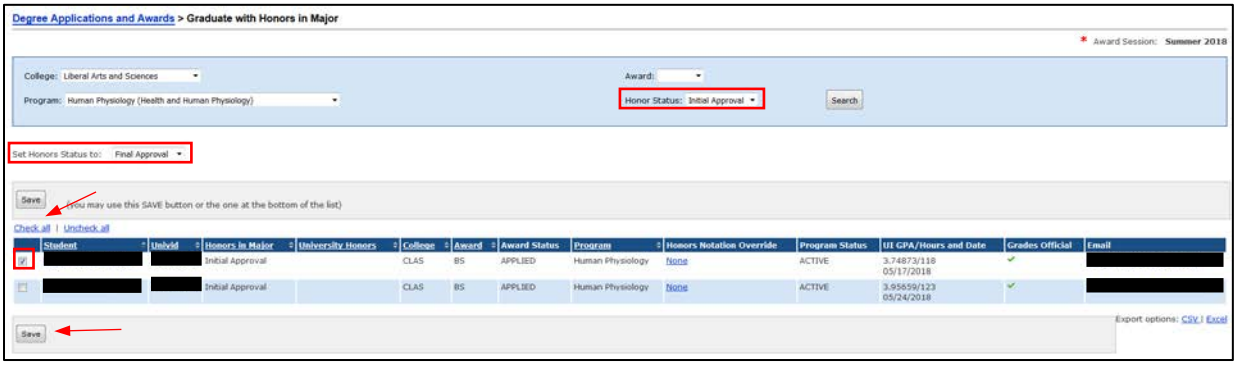
Using the drop-down lists, select your Program for a list of degree applicants who have been given Initial Approval:



***** *Confirm that you are working in the correct Award Session*

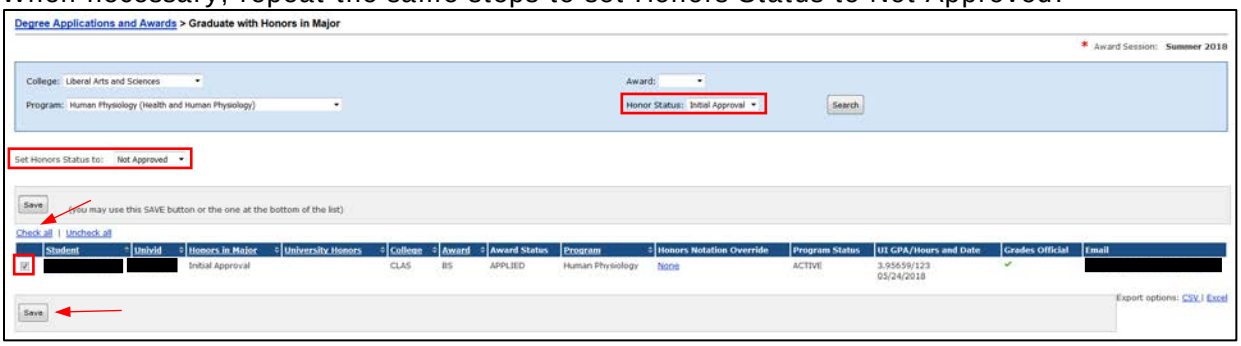
Using the drop-down list for Set Honors Status to:

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



***** *Confirm that you are working in the correct Award Session*

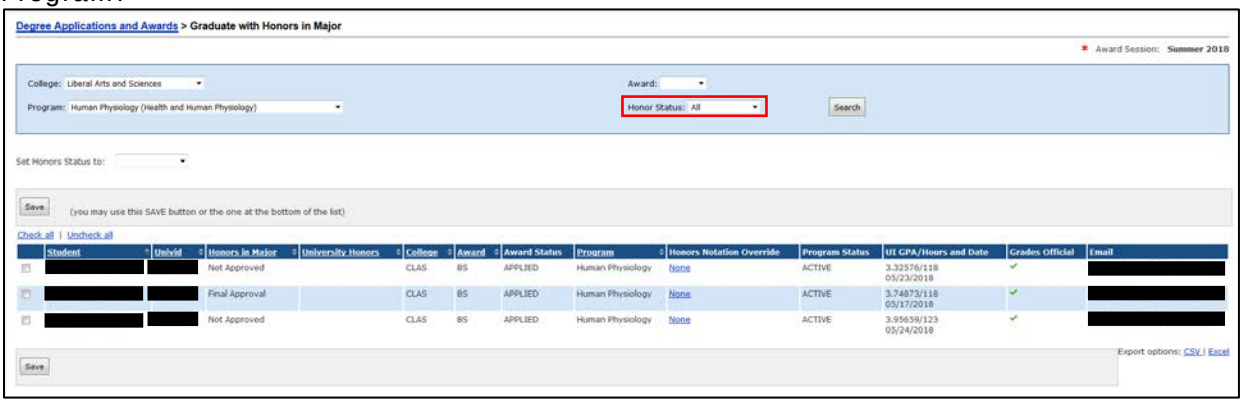
When necessary, repeat the same steps to set Honors Status to Not Approved:



***** *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:



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