

Early Degree Certification

AKA...how you get to commission
right after finals week



ROTC

How degrees normally work



Degrees are typically certified and conferred one to two months after the graduation ceremony.



To commission into the US Military, ROTC Cadets/Midshipmen must have *officially* received a Bachelor's Degree.



You have four jobs.

1. Sign FERPA proxy waiver – today!
2. Complete mid-term grade check
 - Request sent Week 8 (adjusted as needed for Fall/Spring Break)
 - Returned to ROTC Academic Advisor by end of Week 9 (week after mid-terms)
3. Submit final exam schedule
 - Request sent Monday of Week 12
 - Returned to ROTC Academic Advisor by end of Week 13
4. Grade certification forms
 - Request sent Wednesday of Week 15
 - Returned to ROTC Academic Advisor as completed (no later than Wednesday of Finals Week)



Student Information Release Proxy for ROTC students

I, _____, hereby give consent to release my course
(print name)
grade information covered by the Family Rights and Privacy act of 1974 (FERPA) to
UNM ROTC Advisor Annie Merrill during the academic term this form is dated.
She needs this information to assist with the early certification of my pending degree.

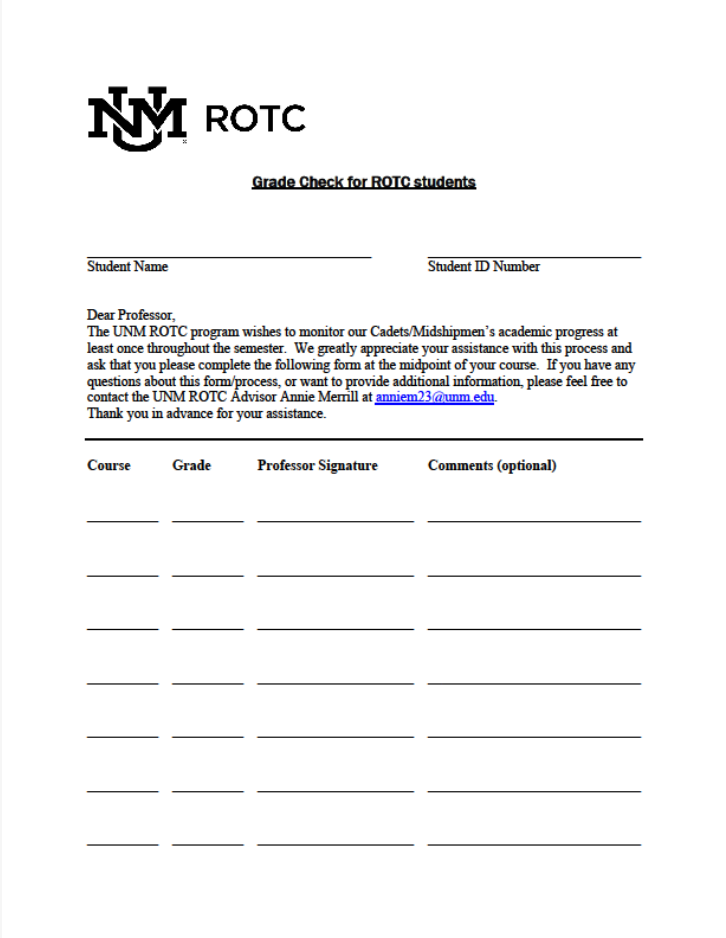
Signature _____ Date _____ Student ID Number _____

Task 1

- Sign FERPA proxy waiver – today!
- Though, as an advisor working to certify your degree early, I already have a legitimate reason to request current grade information from your instructors, if they are unsure whether they can release grade information to me, this form eliminates any doubts they may have.

Task 2

- Complete mid-term grade check
 - Request sent Week 8 (adjusted as needed for Fall/Spring Break)
 - Returned to ROTC Academic Advisor by end of Week 9 (week after mid-terms)
- If you are struggling in your courses or are worried you might not pass, we will want to find strategies to improve your grades.



The image shows a form titled "UNM ROTC Grade Check for ROTC students". At the top left is the UNM ROTC logo. Below the logo is the title "Grade Check for ROTC students". There are two lines for "Student Name" and "Student ID Number". A message follows: "Dear Professor, The UNM ROTC program wishes to monitor our Cadets/Midshipmen's academic progress at least once throughout the semester. We greatly appreciate your assistance with this process and ask that you please complete the following form at the midpoint of your course. If you have any questions about this form/process, or want to provide additional information, please feel free to contact the UNM ROTC Advisor Annie Merrill at annjem23@unm.edu. Thank you in advance for your assistance." Below this is a table with four columns: "Course", "Grade", "Professor Signature", and "Comments (optional)". The table has seven rows of empty lines for data entry.

Task 4

- Grade certification forms
 - Request sent Wednesday of Week 15
 - Returned to ROTC Academic Advisor as completed
- This form certifies a minimum grade that you will receive in a course. As part of the pre-certification process, I will have the Dean of the degree-granting college sign a form certifying the minimum grade you must receive in each course to complete all degree requirements.
 - The instructor does not have to determine a final grade, just that your grade is “good enough”.
 - For most degrees, your course grades must be “C or higher”



It is much easier for instructors to be certain you will get a “C or better” if you currently have an A.



Dear Esteemed Professor:
This semester you taught an ROTC student who is scheduled to graduate the end of this term and then commission to serve as an officer in the United States military. That ceremony is one of the most important moments in a military officer's life, and for this important process to progress on schedule your assistance is greatly needed. Therefore, we are respectfully requesting you to please complete this form and return it at your earliest convenience. Thank you!

Grade Certification for upcoming ROTC graduates

PART A: To be completed by the student:

Name _____

UNM ID Number _____

_____ / _____ / _____
Course Subject course Number Course Title

PART B: To be completed by the instructor:

I certify that the above student has completed the above course and will receive a final grade of ____ or higher.

Instructor Name

Instructor Signature

Date

Rules/Tips/Guidelines

- Graduating students may be removed from the ROTC early degree certification list if they fail to comply with the tasks/deadlines given by the Advisor as part of that process.
- Unless a lengthier timeline is stipulated, students will respond to functional emails originating from the Advisor within 48-hours (excluding weekends) while UNM is in session, and the Advisor will normally do the same in return for student-initiated emails.
- Always communicate in a respectful and professional manner!



Rules/Tips/Guidelines

- No changing your schedule after the second week of classes.
- If you start to struggle in one of your courses at all, let me know. It is imperative that you pass all your courses.

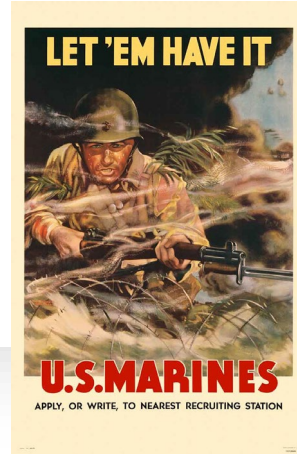


It is much easier for instructors to provide an early grade determination if you are doing well in the course.

- If you are struggling to meet a deadline for any of your tasks, let me know. It is better to provide me with incomplete information than no information.



Unresponsive Instructors



- Let me know!
- I will email all your instructors before I ask you to complete the mid-term grade check.
 - Instructors are not required to provide UNM ROTC an early grade determination, so if they do, it is being done as a professional courtesy.
- I can not force instructors to do anything, but I can respectfully ask.



Hold

- If you have Transcript Holds on your account, the registrar will not release your Pre-Certification Letter.
- These are usually bursar holds—please make sure they are all clear before finals week at the latest.



Questions?

Metaphorically, my door is always open.

