Procedure Number: SS 5.2
Procedure Title: NVC Graduation Application Processing

I. **Purpose**
    The completion of the in-house graduation application ensures that students will be awarded the academic credential they are seeking once the certificate and/or degree requirements have been completed. Moreover, the mandatory graduation advising session provides an opportunity for the student and advisor to review any and all graduation requirements. Furthermore, the completion of the in-house paper graduation application allows the degree completion team to capture pertinent information regarding our students (i.e. credential sought, fulfillment of requirements, military status, transfer institution, honor status and affiliations, commencement participation).

II. **Procedure Statement**

   A. The Advising team members that make up the Degree Completion Team (DCT) are responsible for coaching and developing the larger advising team regarding gradation policies and procedures, which include but are not limited to graduation requirements, course equivalencies and substitutions, the online and in-house application, and annual commencement. Moreover, the DCT is responsible for cycles of improvement & assessment to include Outcomes, Measures, Targets, Data collection & Analysis and action plans to improve where/as needed. Furthermore, the DCT is responsible for updating AlamoGPS with course exceptions. DCT is also responsible for the planning and implementation of events to promote and increase graduation awareness.

   B. Additionally, the DCT is responsible for awarding students during the Fall (mid-December to mid-January), Spring (mid-May to mid-June), and Summer (mid-August to Mid-September) awarding cycles which includes:

      1. Review AlamoGPS to confirm certificate/degree completion

      2. Check Banner to confirm primary institution and residency

      3. Calculate degree grade point average (GPA)

      4. Award student in banner upon completion of credential

      5. Notify the student of their completion status (awarded/follow-up needed)

Contact for Interpretation: Director, Academic Advising

Relevant Board Policy: E.1.3 (Policy) Core Curriculum and Degrees

Relevant SACSCOC Principle: CS 3.3.1.3

Last Updated: ____September 22, 2016_____   Approved: _____
                                  Vice President for Student Success