

## **PALO ALTO COLLEGE COLLEGE PROCEDURES**

Procedure Number: S 10.0  
Procedure Title: Graduation Application and Awarding Process  
Relevant Board Policy: [F.6.4 Automatic Awarding of Credentials](#)  
Originating Unit: Academic Advising and Enrollment Management  
Maintenance Unit: Vice President Student Success

### **I. Purpose:**

To delineate a thorough and efficient set of steps for awarding a degree/certificate.

### **II. Procedure Statement:**

Graduation Application and Awarding Process:

#### **A. Students must successfully meet the following requirements to be awarded:**

- Complete all required courses and semester credit hours for the specific degree or certificate
- Achieve a minimum cumulative institution GPA of 2.0 in all course work completed at Palo Alto College as well as other courses completed that apply to the program.
- Submit official transcripts of all coursework attempted at other colleges and universities
- Earn a grade of “C” or better in all technical courses directly relating to the technical program, i.e. Associate of Applied Science Degree or Certificate programs.
- Earn at least 25% of degree hours required for graduation in residency at Palo Alto College
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the term the student is receiving the award
- Degree and Core Curriculum requirements must be completed within 5 academic years from the date of the Palo Alto College catalog chosen.

#### **B. Students meet with Certified Advisor and follow instructions to Apply for Graduation Online through ACES at this page of the PAC website:**

#### **[PLANNING TO GRADUATE](#)**

The Certified Advisor will:

1. Check for completeness
2. Assist student in completing graduation application
3. Verify degree program and catalog year are correct
4. Run degree audit through Alamo GPS
5. Submit any course substitutions to the appropriate academic area

#### **C. Completed application is then forwarded to Admissions and Records.**

- D. Admissions and Records will take the application, date and stamp as received. All information will be logged in the database with comments such as pending documents, completed, in progress, lacking, etc. Once logged the application will be placed in a file until the student completes any pending coursework.
1. A degree audit is processed indicating which courses are acceptable; institution GPA requirements, catalog and degree type/code, and 25% residency requirements.
    - a. Preliminary review of application is made to:
      - i. Verify all Palo Alto course work, to confirm residency requirements (Banner Screen SHACRSE). This allows confirmation that the student took at least 25% of their classes at Palo Alto College. If the student does not meet the requirement, the student's application will be scanned to BDM as Incomplete.
      - ii. Verify that all transfer work has been posted (Banner Screen SHATERM). Check that course equivalencies are posted along with transfer work.
      - iii. Verify that any course substitution, CLEP scores or waivers are posted (Banner Screen SPACMNT).
      - iv. Verify that the student institution GPA requirement is met (Banner Screen SHATERM), determine if student is eligible for Latin Honors; 3.5-3.7999 Cum Laude, 3.8-3.9999 Magna Cum Laude, 4.0 Summa Cum Laude (Argos Report Excluding Developmental Education).
      - v. Verify that Alamo GPS is complete by entering any Exceptions.
      - vi. Determine if the student has any outstanding hold. (Banner Screen SOAHOLD), ex: Bursars, Equipment, Transcript
      - vii. Confirm students are still registered for pending classes needed for graduation within current term applying for graduation (Banner Screen SZAREGS).
      - viii. Student's record is prepped (Banner Screen SHADEGR & SHAGAPP) as Pending-Sought, until student has completed all requirements for graduation and the end of the term is reached
- E. Students are sent a status notification letter indicating if any courses are required for the degree. The student is requested to notify their Certified Advisor of any status changes. Students not completing graduation requirements are notified of their status by mail; however, applications are extended for three semesters to determine completion.
- F. The application is filed under the student's graduation status. (In Progress, Complete, or Lacking)
- G. If the student's graduation application does not math SGASTDN, the Graduation Certification team will update SGASTDN to reflect the graduation application.
- H. Students may be awarded multiple degrees of the same type with a 25% degree of difference prior to catalog year 2016-2017.
- I. Students may participate in the May graduation ceremony preceding Summer completion provided that no more than two courses (totaling a max of eight credit hours) are required to complete program requirements.
- J. A final evaluation of student's graduation application is made at the end of the semester which they applied to determine final grades are posted by instructors and verify completion of coursework.

- K. If the student completes all requirements and has no records holds, graduation is approved. The student's record will be updated (Banner Screen SHADEGR & SHAGAPP) to reflect Awarded/ Graduated.
- L. Completed degree/certificates are posted to the student's academic record (Banner Screen SHADEGR & SHAGAPP). Any review of the student's record will be documented (Banner Screen SPACMNT).
- M. Diploma report will be validated against the student's signed graduation application and submitted to CSI. Verification of degrees awarded will be determined through CBM009 report and submitted to the State Reporter.
- N. CSI will then print and mail Diplomas to the students.

### III. Automatic Credentials for Current students

- A. Automatic degree awarding applies when the following conditions are present:
  - 1. When a student is not aware they have sufficient hours to earn a degree or certificate
  - 2. College audits the student's record and determines there is sufficient hours to award a degree or certificate
- B. Certified Advisor will conduct Alamo GPS audit on each student to ensure degree or certificate requirements have been met. This is a continuing process which begins September-Fall and February-Spring.
- C. Certified Advisor will fill out graduation application for Currently Enrolled student
- D. Certified Advisor will verify student consented through Splashpage (Banner Screen SGASTDN-comments)
- E. If student did not consent through Splashpage, then the Director of Advising will send an email to the student's personal email account noted on SPAIDEN and mail (hard copy) letter to their most recent address on SPAIDEN (may use Vender as needed) stating that the student has "two weeks to Opt out of receiving their respective degree." See attachment: [Opt Out Letter](#)
- F. Upon arrival of the two-week deadline, the Director of Advising will have either received feedback that the student "Opted Out" to receive the degree/certificate. If feedback is not received within the two weeks, the student will receive the automatic awarding of credentials.
- G. Director of Advising will submit Alamo GPS audit along with graduation application to the graduation team for secondary review and attach a copy of Opt Out Letter.
- H. Please refer to Procedure Statement Section D, 1a, i-viii for next steps
- I. Students are sent a status notification letter indicating if any courses are required for the degree. The student is requested to notify their Certified Advisor of any status changes. Students not completing graduation requirements are notified of their status by mail, however applications are extended for three semesters to determine completion.
- J. The application is filed under the student's graduation status. (In Progress, Complete, or Lacking)
- K. If the student's graduation application does not match SGASTDN, the Graduation Certification team will update SGASTDN to reflect the graduation application.
- L. Students may participate in the May graduation ceremony preceding Summer completion provided that no more than two courses (totaling a max of eight credit hours) are required to complete program requirements.
- M. A final evaluation of student's graduation application is made at the end of the se-

mester which they applied to determine final grades are posted by instructors, and verify completion of coursework.

- N. If the student completes all requirements and has no records holds, graduation is approved. The student's record will be updated (Banner Screen SHADEGR & SHAGAPP) to reflect Awarded/ Graduated.
  - O. Completed degree/certificates are posted to the student's academic record (Banner Screen SHADEGR & SHAGAPP). Any review of the student's record will be documented (Banner Screen SPACMNT).
  - P. Diploma report will be validated against the student's signed graduation application and submitted to CSI. Verification of degrees awarded will be determined through CBM009 report and submitted to the State Reporter.
  - Q. CSI will then print and mail Diplomas to the students.
- IV. Automatic Credentials for students prior to Spring 2016
- A. Automatic degree awarding applies when the following conditions are present:
    - 1. When a student is not aware they have sufficient hours to earn a degree or certificate
    - 2. College audits student record and notifies him/her that they earned sufficient hours to award a degree or certificate
  - B. A more recent catalog year may be selected provided the required courses are still offered and the degree/certificate requirements are met within five years of the catalog year selected.
    - 1. The student must have been enrolled at a Texas public institution in the catalog year of the degree program selected (TAC Title 19, Part 1, Chapter 4, Subchapter B, Rule 4.25)
    - 2. The student does not have to be enrolled in the semester of the award.
  - C. Certified Advisor will conduct Alamo GPS audit on each student to ensure degree or certificate requirements have been met. This is a continuing process which begins September-Fall and February-Spring.
  - D. Certified Advisor will fill out graduation application for Non-Enrolled/Inactive Students
  - E. Director of Advising will then send an email to the student's personal email account noted on SPAIDEN and mail (hard copy) letter to their most recent address on SPAIDEN (may use Vender as needed) stating that the student has "two weeks to Opt out of receiving their respective degree." See attachment: [Opt Out Letter](#)
  - F. Upon arrival of the two-week deadline, the advisor will have either received feedback that the student "Opted Out" to receive the degree/certificate. If feedback is not received within the two weeks, the student will receive the automatic awarding of credentials.
  - G. Director of Advising will submit Alamo GPS audit along with graduation application to the graduation team for secondary review.
  - H. Director of Advising will then supply a copy of the letter mailed to the student as supporting documentation for the graduation team to proceed with awarding degree.
  - I. Please refer to Procedure Statement Section D, 1a, i-viii for next steps
  - J. Graduation team will post and award degree after the completion of the current semester (Fall, Spring, or Summer).
  - K. CSI will then mail diploma within 60 days after the completion of the current se-

mester (Fall, Spring, or Summer).

- L. Students are sent a status notification letter indicating if any courses are required for the degree. The student is requested to notify their Certified Advisor of any status changes. Students not completing graduation requirements are notified of their status by mail, however applications are extended for three semesters to determine completion.
- M. The application is filed under the student's graduation status. (In Progress, Complete, or Lacking)
- N. If the student's graduation application does not match SGASTDN, the Graduation Certification team will update SGASTDN to reflect the graduation application.
- O. Students may participate in the May graduation ceremony preceding Summer completion provided that no more than two courses (totaling eight credit hours) are required to complete program requirements.
- P. A final evaluation of student's graduation application is made at the end of the semester which they applied to determine final grades are posted by instructors, and verify completion of coursework.
- Q. If the student completes all requirements and has no records holds, graduation is approved. The student's record will be updated (Banner Screen SHADEGR & SHAGAPP) to reflect Awarded/ Graduated.
- R. Completed degree/certificates are posted to the student's academic record (Banner Screen SHADEGR & SHAGAPP). Any review of the student's record will be documented (Banner Screen SPACMNT).
- S. Diploma report will be validated against the student's signed graduation application and submitted to CSI. Verification of degrees awarded will be determined through CBM009 report and submitted to the State Reporter.
- T. CSI will then print and mail Diplomas to the students.

Attachments:

- A. [Opt Out Letter](#)
- B. [Graduation Application Non-Enrolled/Inactive Students](#)
- C. [Graduation Application Enrolled/ Active- SGASTDN Consent](#)

Issued: August 9, 2016

Approved: (signed) Dr. Mike  
Flores  
President