



ASUN Operating Procedure – 4002

Operating Procedure Synopsis

Title: Degree Conferral Process

Approval Date:

Revised: n/a

Responsible Officer: Vice Chancellor for Student Affairs

Responsible Operating Procedure Manager: Dean of Enrollment Services

Responsible Department: Enrollment Services

A. Purpose

This SOP establishes a process and a timeline for degree and certificate conferral.

B. Definitions

N/A

C. Scope

Students submit Intent to Graduate Forms to the Admissions Office notifying staff of their intent to complete their declared program of study. Admissions office staff log intent forms; review attached degree plans (signed and dated by academic advisors); and notify students/advisors of any noted discrepancies upon intent form submission (September 1 & April 1).

Admissions staff and faculty work together to ensure timely submission of Intent to Graduate forms. Faculty can assist by ensuring that completion of the Intent to Graduate form is part of first day activities for short programs which are conferred on a continual basis. Faculty ensure that Intent to Graduate forms are completed as a part of first day activities on the start date of semester two for programs that require 2 semesters.

In order to confer degrees all final grades must be posted and moved to academic history (transcripts) at the close of each term.

D. Statement of Authority

Vice Chancellor of Student Affairs → Dean of Enrollment Services → Assistant Registrar

E. Procedures

I. Instructors submit final grades for a term on or before the deadline

II. Final grades are moved to students' academic history (transcripts) within one business day of complete final grade submission (all instructors/all classes)

III. Degrees are conferred within two weeks of final grade migration to transcripts

The following certificates are conferred continually throughout the academic year – within one week of program completion.

Certified Nursing Assistant

Commercial Driver Training

Phlebotomy

Programs that require exams or licensure for employment are posted immediately after final grade migration each term.

Practical Nursing

Surgical Technology

ARNEC /Associate of Science in Nursing

High Voltage Lineman Technology

Cosmetology

Emergency Medical Technician

Programs that do not require exams or licensure for employment are posted next.

Gerontology

Home Health Care Technician

Patient Care Technician

Behavioral Health Technician

Crime Scene Investigation

Law Enforcement Management

Renewable Energy Technology

Advanced Manufacturing

Automotive Service Technology

Business Operations

Business Technology

Collision Repair & Refinishing Tech

Computer Networking Technology

Diesel Technology

Energy Control Technology

Industrial Maintenance

Plumbing Technology

Welding

Manufacturing Welding

Construction Welding

Culinary/Food Services Management/Hospitality Services

Programs that are considered transfer degrees are posted after Healthcare & Community Services and Applied Sciences.

Associate of Arts Liberal Arts

Associate of General Studies

Associate of Science Business

Associate of Science Criminal Justice

Associate of Science Education

Associate of Science Natural Sciences

*Diplomas are *printed* within two business days of degree conferral

**Diplomas are *mailed* to students after Chancellor and Registrar sign them

IV. Transcript Requests that designate “send after final grades post” are mailed within two business days of final grade migration . Transcript Request that designate “send after degree posts” are mailed within two business days of degree conferral.

F. Responsible Officer

Vice Chancellor of Student Affairs

G. Related Information

Intent to Graduate Form: http://files.asun.edu/admissions/Intent_to_Graduate.pdf