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## ASUN Operating Procedure – 4002

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### Operating Procedure Synopsis

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**Title:** Degree Conferral

**Approval Date/Revision Date(s):**

**Review Date(s):** 3/2018, 9/2019, 9/2020, 8/2021, 4/2022

**Executive Cabinet Liaison:** Vice Chancellor for Student Affairs

**Responsible Manager:** Dean of Student Success and Registrar

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### A. Purpose and Scope

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

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### B. Definitions

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N/A

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### C. Procedures

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Students submit Intent to Graduate Forms to the Office of the Registrar notifying staff of their intent to complete their declared program of study (Fall deadline is the first week of October, Spring deadline is first week of March). The Office of the Registrar staff log intent forms; review attached degree plans; and notify students/advisors of any noted discrepancies upon intent form submission (September 1 & April 1).

Registrar 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 on transcripts) at the close of each term.

- I. **Instructors submit final grades for a term on or before the deadline**
- II. **When Final Grades are posted, courses are moved automatically to the ASU-Newport Transcript.**
- 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. For a complete list of academic programs, visit <https://asun.edu/all-programs>.

- Certified Nursing Assistant

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

- 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 and Sciences
- Associate of General Studies
- Associate of Science Business
- Associate of Science Criminal Justice
- Associate of Science Education
- Associate of Science Natural Sciences

\*Diplomas are professionally printed. Allow 5-10 business days for printing.

\*\*Diplomas are immediately mailed upon their return from the printers.

**IV. Intent to Graduate forms that request an official transcript be sent after the degree is posted are processed immediately upon degree conferral.**

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#### **D. Related Information**

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Intent to Graduate Form: [http://files.asun.edu/admissions/Intent\\_to\\_Graduate.pdf](http://files.asun.edu/admissions/Intent_to_Graduate.pdf)