



ASUN Operating Procedure - 4026

Operating Procedure Synopsis

Title: Identification and Award of Earned Academic Credentials

Approval Date/Revision Date(s): 6/2020

Reviewed Date(s): 7/2021

Executive Cabinet Liaison: Vice Chancellor for Student Affairs

Responsible Manager: Dean for Student Success and Registrar

A. Purpose and Scope

This operating procedure outlines the processes for ensuring that students who have earned a credential(s) at ASUN are identified and notified of their attainment. Individuals involved in fulfilling the requirements of this operating procedure include the Dean for Student Success and Registrar, the Assistant Registrar, and appropriate Academic Dean (when needed).

B. Definitions

Credential: Certificate of Proficiency, Technical Certificate, Associate of Arts degree, Associate of Science degree, and Associate of Applied Science degree

C. Procedures

Summary of the Process:

- Students who meet the minimum requirements for a credential(s) in their academic program of study will be awarded the credential(s). This process will be institution-initiated.
 - By October 15th and March 15th of each year, the Registrar (or designee) will prepare a report showing active ASU-Newport students who have met the minimum requirements for the credential(s) in their current academic enrollment.
 - The Registrar (or designee) will compile a list of eligible students and their earned credentials and send the list to the Vice Chancellor for Academic and Vice Chancellor for Student Affairs for review.
 - Once the list is reviewed and approved by the Registrar and two Vice Chancellors, the Registrar (or designee) will send an email through CNS informing the students of their earned credentials.
 - The Registrar (or designee) will confer the credentials in Campus Nexus Student (CNS).
 - Upon conferral of the credentials, the Registrar (or designee) will email the names of students and their credentials to a third-party printer for the diplomas to be printed. Once the diplomas are printed, they will be mailed to the current address on file in CNS.
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D. Related Information

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