

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: SS.5.1
Procedure Title: NVC Graduation Application Completion

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 NVC advising team is responsible for contacting students who are nearing completion of their certificate and/or degree. Certified Advisors either invite their students to meet with an advisor on a walk-in basis or make an appointment to complete the following during the mandatory advising session:
1. Review GPS to verify degree progress of all applicable credentials
 2. Check Banner to confirm primary institution and residency
 3. Complete in-house graduation application
 4. Send a copy of in-house graduation application to the student via email

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