GRADUATION PROCEDURES
(effective December 2013)

Student completes Application for Graduation in LoLA (within 1-2 semesters of graduation)

Kelly will access graduation spreadsheet of applicants on shared drive to initiate Graduation Packet (Audit Checklist, Degree Audit & transcripts) & disseminate to appropriate Division Secretary

Degree Audits are reviewed and signed by Advisor & Dean of Academic Affairs

Graduation Packet is submitted to Kelly so she can approve & sign the Graduation Audit Checklist

Completed Graduation Packets should be submitted to Registrar’s Office for Banner processing

Dean of Student Affairs will notify all applicants in writing who are ineligible for Graduation

Dean of Student Affairs will order Diplomas

Student Affairs Secretary will communicate with eligible graduates regarding Graduation procedures

NOTES:
- Correct Catalog year is essential when processing graduates in Banner. If a student experiences a period of non-enrollment during a fall or spring semester, or if they change their major, they must follow the catalog year in effect at that time.
- Graduation fee is non-refundable; however, if a student is deemed ineligible and requests a refund of this fee, refer them to Student Affairs to complete a Student Financial Assistance Appeal form.
- If students wish to apply for more than one credential, they will need to complete a paper graduation application in Student Affairs. Students will only be processed one fee, regardless of the number of credentials they apply or receive.
- When submitting the transcripts with the Graduation Packet, ensure that all courses needed for the credential are posted in Banner. If they are not, notify the Registrar’s office. Packets are not complete if transfer coursework has not been articulated and/or not viewable in Banner.
- If students experience difficulty in completing the graduation application, they should consult with the Registrar’s office, registrar@nunez.edu or 278-6467.