

Procedure:	Degree Verification	Reference No.: 3.2
Authority:	College President	Cross Reference: Policy 1.1
Approved:	May 6, 1992	
Revised:	March 18, 1993 January 30, 2001	

1. The Registrar will supply the Department Chair/Designee with appropriate copies of the degree audit/records printouts for the purpose of verification.
2. The Registrar shall supply the Deans with a list of all graduation candidates in his/her division.
3. The Department Chair/Designee shall be responsible for verifying the degree requirements for all students who meet the established criteria for the degree.
4. Each Department Chair/Designee shall send a list of the verified degree candidates for their department (those who meet the established criteria upon the completion of current course work) to the Registrar. Within two weeks of receiving the list of graduation candidates, the Registrar will compile all divisional lists and send this college-wide master list to each division for posting. Division Deans will notify faculty that the list is posted. Faculty of the department shall have five working days from the date of the notice to contest certification of any of their department's candidates.
5. If any student's name is contested by a faculty member, from the department certifying the student, said faculty member will contact the Department Chair/Designee regarding the reasons for the contestation. If the Chair/Designee and said faculty member cannot resolve their differences, within 5 days they will meet with the divisional Dean who act as a mediator. If the issue can still not be resolved the Chair/Designee and faculty member must present such candidate's case to the "four Divisional Chairs and Academic Affairs Officer" Committee in item 6 below for consideration and resolution prior to the end of the semester. Upon the conclusion of the semester the Depart Chair/Designee will send the list of candidates that successfully completed their remaining course work to the registrar with a note stating that the students have completed all requirements for graduation.
6. If the contestation cannot be resolved in step 5, a committee shall be convened consisting of the four Divisional Chair people presently serving on the College Council and the Academic Affairs Officer or his/her designee. In cases where a College Council chair's department is the specific presenter of a contestation, a chair designee will be selected by the College Council President from that division. In cases where a College Council Chair is not available for a committee meeting, the

College Council Chair will arrange for a Division Chair designee. This committee will meet when they are informed by a divisional dean that there is an unresolved candidacy for graduation. At least one week prior to this meeting a notice of this meeting will be published campus wide. Any faculty/staff member may attend this meeting. The recommending Chair/Designee will be responsible for presentation of the student's case to the committee. All decisions of this five-member committee will be based upon a majority vote.