

**TEXAS STATE TECHNICAL COLLEGE  
COLLEGE OPERATING PROCEDURE**

**4.23**

<b>CAMPUS:</b>	<b>Marshall</b>	<b>Page 1 of 2</b>
<b>TITLE:</b>	<b>Graduation Awards</b>	
<b>OFFICE OF RESPONSIBILITY:</b>	<b>Enrollment Management</b>	
<b>APPROVED BY:</b>	<b>Dr. J. Gary Hendricks</b>	
<b>TITLE:</b>	<b>President</b>	<b>Date: March 6, 2006</b>

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Revised: 03/06/06

**PRACTICE:**

It is the practice of Texas State Technical College Marshall to acknowledge the successful student completion of a prescribed course of study by awarding degrees, certificates, diplomas, and other appropriate documentation in accordance with TSTC System Operating Standards ES.3.03 on Graduation Awards.

**PROCEDURES:**

The following steps are taken in determining the student's eligibility to graduate and process the appropriate Degree or Certification. Activity for processing of graduation application occurs almost on a weekly basis; therefore, the instructions will be formatted beginning with the first week of the term through the end of the term.

- A. Week 1 - Send memo, list of potential graduates (generated from Colleague) and a "potential graduate form" to the program chairs. Allow one week for the return of the forms to the Registrar's Office.

- B. Week 2 - Review lists of potential graduates submitted by program chairs. Anticipated degree dates are changed in Colleague where appropriate.
- C. Weeks 1 - 4 - Students should complete the graduation application process, and pay the graduation fee at the Business Office. As the Graduation Application forms are returned to the Registrar's Office copies should be sent to appropriate offices. The date of application should be entered into COLLEAGUE from the application. Generate a new potential graduate report, and compare for accuracy against the original list. Send letters to potential graduates who have not applied for graduation.
- D. Week 6 - Generate degree audits, graduation certification forms, and memos to send to the respective program chairs for certification of graduates.
- E. Week 7 - Process applications and order degrees and Regents Honors Medallions. Orders are processed through the approved supplier, and usually take from four to six weeks for completion.
- F. Week 11 - Generate list to use for certification of graduates. The list is generated by major and by name.
- G. End of Term - After all final grades have been entered into Colleague, new degree audits are generated. The final graduation certification process occurs. Impounds are verified, diplomas are mailed, or hold/denial letters are mailed. Graduation reports are generated, verified, and submitted to the System Office within the required two-week period after the last day of the semester.