GRCC GENERATED GRADUATION

I.   <u>Policy Section</u>

      8.0 Students

II.   <u>Policy Subsection</u>

      8.24 Generated Graduation

III.   <u>Policy Statement</u>

      Each semester, GRCC will identify students who will potentially complete their declared academic program and who have not initiated a graduation evaluation. Students will be notified of potential awarding of degree and/or certificate(s) and have the opportunity to decline the indicated degree and/or certificate(s).

IV.   <u>Reason for the Policy</u>

      Students may not realize that they qualify for a degree or certificate and hence do not initiate a graduation audit themselves.

V.   <u>Entities Affected by this Policy</u>

      Students

VI.   <u>Who Should Read this Policy</u>

      Faculty
      Students
      All GRCC Staff

VII.   <u>Related Documents</u>

      GRCC Catalog
      GRCC 7.20 Graduation Policy

VIII.   <u>Contacts</u>

      Student Records

IX.   <u>Definitions</u>

Academic Program - Academic programs are listed in GRCC's College Catalog. A student's academic program is the associate degree (includes academic pathways), certificate, or non-degree program that a student has declared on their application, readmit application, interest form, or declaration of academic program. A student's academic program is shown on their academic transcript or in Academic Advisement available in the Online Center. Academic programs are sometimes referred to as a student's "major." A student may only be declared in one academic program at a time.

Generated Graduation - A process used to identify students who have not graduated from GRCC, but have met all graduation requirements of their declared academic program.

Graduation - Graduation is the conferring of a student's degree based on the successful completion of all degree requirements. Graduation is reflected on a student's academic transcript with the credential awarded and date conferred.

Degree - As outlined in GRCC's College Catalog and Curriculum Policy, GRCC offers a variety of associate degrees that are designed for students who plan to transfer to a college or university as a junior to complete a bachelor's degree or who are interested in preparing for a career that does not necessarily require a bachelor's degree.

Certificate - As outlined in GRCC's College Catalog and Curriculum Policy, GRCC offers a variety of certificates that prepare students with specific knowledge and skills necessary to enter a career or continue employment in a particular field.

X.   Procedures

Student Records will identify students at least once a semester who are eligible to graduate in their declared program.

Students may be removed from the list who have applied but are not yet accepted into a secondary admit program. Student Records will identify these students with the help of the faculty and staff in the secondary admit program areas.

Students will be notified via email if they are currently enrolled or have been enrolled within two (2) semesters. Students who have not been enrolled in the past two (2) semesters will be notified via email and phone.

Students will have at least 30 days to decline the credential by emailing graduation@grcc.edu. When declining, students must select a different academic program. Students must decline before the end of semester.

If the College is notified of an error in the posting of a credential, the Student Records Office will review and if needed, rescind the credential.

X.   Forms

N/A

XI.   Effective Date

Fall 2025 semester

XII.   Policy History

AGC approved February 2013; implemented Fall 2013

Yearly written update reports to AGC in September 2014, 2015, and 2016

Presented at AGC meetings during January 2018, March 2018 and April 2018; approved April 2018; implemented Fall 2018

Reviewed by AGC in 2024-2025; updated policy approved on February 14, 2025; implementation for Fall 2025

XIII.   Next Review/Revision Date

2027-2028 Academic Year