

**CLOVER PARK TECHNICAL COLLEGE  
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
			5	11P	Credentials of Completion
			Revised 2024	06-08-2020	Next review 2026

**PROCEDURE**

**Application for Credentials Completion**

To be certified for completion in any of CPTC's degrees or certificates or a college-issued high school diploma, the student must submit an online application for degree/certificate . The application must be completed by the end of the fourth week of the quarter in which the student expects to graduate. An application for degree/certificate must be submitted for each degree or certificate the student plans to earn.

**Award Processing**

The credentials evaluator in the Enrollment Services office will do the following:

- Log the student application for credentials completion into the current student management system.
- Download the most current degree audit after grades are posted.
- Be sure all degree requirements are met.
- Contact appropriate program faculty for course substitutions where necessary.
- Certify students for credentials completion after quarterly grades are processed. Post award to student record if all requirements are met.
- All quarterly graduates must be certified by the 30th day after the end of the quarter for reporting to the National Student Clearinghouse.
- Print degrees or certificates of completion and mail to students.

Students who have completed degree or certificate requirements and have not applied for their award will be certified for completion after the above process is complete. Degrees/Certificates will not be mailed unless the student completes the application for completion.

APPROVAL:	
By: <u>Dean Kelly</u>	Date: <u>6/24/24</u>
Vice President Name Here	