CLOVER PARK TECHNICAL COLLEGE
PROCEDURE

CHAPTER	SECTION	TITLE	HISTORY		
5	11P	Credential Completion	Adopted 2004	Campus Forum	Reviewed 2020
			Revised 2020	06-08-2020	Next review 2023

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 application for credentials completion either online or by using a paper copy. 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 credentials completion 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 SMS 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, e.g. 2.0 cumulative college-level GPA and 25% of required course work completed at CPTC.
- 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 out unless the student completes the application for completion. Students will be notified to contact the College to provide name to be printed on their award an appropriate mailing address.

APPROVAL:

By: _____   Date: 06/18/2020
　　　Scott Latiolais, Vice President for Student Success