

 CSN Policy	Administrative Degree Clearance Policy
Category: Student	Effective Date: 12/16/2019
New Policy	

I. POLICY PURPOSE

The purpose of this Policy is to promote timely completion, graduation, and the award of diplomas to students who have met all declared major requirements towards an associate, certificate of achievement and/or bachelor degree. Students typically apply for graduation the semester they plan to complete all program requirements. However, there are instances when an application for graduation has not been submitted, and it is appropriate for CSN to ask the student to apply for graduation or opt out from the administrative degree clearance process.

II. POLICY STATEMENT

A student who has met all of the program requirements in his/her declared major may be cleared for graduation administratively, regardless of whether the student submitted an application to graduate. CSN's Office of the Registrar, in partnership with the Office of Institutional Research, is responsible for timely monitoring and follow-up regarding all students' progress toward degree or certificate completion. Students will be treated equitably by communicating with them the opportunity to graduate pursuant to this Policy or opt out from it.

Students who opt-out are subject to discussion between the Office of the Registrar's graduation unit, the appropriate advising personnel, and the student. Generally, students cannot utilize any of the following reasons, generally deemed as UNACCEPTABLE, to delay graduation after completion of all major/degree requirements.

- Adding/completing another degree without graduating from the declared program of study/major in MyCSN
- Improving cumulative GPA if already a 2.0 or above
- Repeating a course more than twice to improve a grade
- Prolonging student loan deferment
- Extending the time of F-1 visa, or legal student status to stay in the United States. Regardless of having applied for graduation or not, an international student on an *un-expired* I-20 only has up to 60-days from the date all certificate or degree requirements were met to do one of the following: 1) Leave the U.S, 2) Apply for a post-graduation internship (OPT), 3) Submit a returning CSN student application declaring a new major/program of study, or 4) Transfer out to another school with a new updated I-20 granted by that school.
- Extending the time to qualify for athletic certification without declaring another program of study
- Maintaining eligibility for specific types of federal, state, and institutional aid
- Applying and maintaining eligibility for a scholarship.

With the exception of F-1 students, a student cleared to receive his/her degree, can still take classes as a non-degree seeking student. Once the degree posts, a student can proceed to declare his/her new major or program of study. For clarification, Financial Aid funding ceases after a student earns two degrees with CSN, which could be any of the following combinations: two certificates of achievement, a certificate of achievement and an associate's degree, two associates degrees, a certificate of achievement and bachelor's degree, or an associate and a bachelor's degree. Financial aid questions specific to a student's circumstances should be directed to CSN's Financial Aid office.

III. PROCEDURE

The Office of the Registrar will take the following actions when a CSN student has met all requirements towards a declared major, who has not opted out of Administrative Degree Clearance process:

Step 1: Communicate with the student – Explain administrative degree clearance and provide opportunity to opt-out

The Office of the Registrar will contact the student through the CSN email twice within a three-week period. If the student does not respond, the third communication with the student will confirm that the student wishes to graduate with a certificate or degree. The student whose declared major is confirmed will be cleared for graduation by the Office of the Registrar for the next CSN graduation term. The bachelor, associates and or certificate of achievement will post on the student's transcript.

Step 2: Mail certificate or diploma

After the certificate or degree posts on the transcript, the diploma will be mailed to the home address listed in MyCSN system record (unless there is a certificate or diploma hold).

IV. AUTHORITY AND CROSS REFERENCE LINKS

[Handbook, Title 4, Chapter 16, Section 24 Community College Requirements for Graduation](#)

[Handbook, Title 4, Chapter 16, Section 25 Community College Certificate and Degree Requirements](#)

V. DISCLAIMER (Include in All Policies)

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended by:

/s/ Arnold Bell
Faculty Senate Chair

12/12/2019
Date

Recommended by:

/s/ Laura Latimer
AVP for Community Engagement Service

12/10/2019
Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley
Office of General Counsel

12/16/2019
Date

Approved by:

/s/ Federico Zaragoza
President

12/16/2019
Date

VII. ATTACHMENTS

A. History

Attachment A

History

- New Policy
 - 12/16/2019: Approved by CSN President Federico Zaragoza
 - 12/10/2019: Reviewed for legal sufficiency by CSN General Counsel
 - 12/12/2019: Approved by the CSN Faculty Senate
 - 12/01/2019: Draft prepared by AVP Laura Latimer .