I'm hoping some of you have a process in place to automatically award certificates to students who earn them along the way to earning an associate's degree. If you do, would you please share with me the process you use to inform students who are automatically awarded certificate? I'll compile the results for the listserv.

| | |
|---|---|
| Susan Martin<br>Dean, Student Affairs<br>College of DuPage | At COD students currently still have to "apply or petition" to graduate to earn a degree or certificate. |
| Dr. Carol Cowles<br>Dean of Student Services and<br>Development<br>Elgin Community College | Unfortunately, there is nothing automatic about ECC's "AutoCompleter" Process. I will send you a PowerPoint that details the process for a Datatel school if you wish. Please let me know.<br><br>Here it is! (provide an 18 page document) |
| Elizabeth Gerber<br>Associate VP, Student Services<br>Highland Community College | We are not automatically awarding certificates and degrees. Students still complete a graduation application. We are; however, looking at this option through data analysis. I am very interested in hearing from other institutions regarding the process and whether or not they have automatic degree awards. |
| Guy Goodman<br>Dean of Student Services<br>Illinois Central College | ICC does not have such a process. Students are required to apply for certificate awarding as they are for the degree. Obviously, this is something that is being evaluated for possible change. |
| Tracy Morris<br>Associate Vice President<br>Student Services<br>Illinois Valley Community College | Ours is not automatic processing. We call it automatic because the student doesn't have to apply for the certificates, but we do it all manually using Batch Processing to evaluate.<br><br>Let me know if you want more information on this. |
| Mr. Sedgwick L. Harris<br>Vice President of Student Services &<br>Athletics<br>Kaskaskia College | This is currently something we are working on as well.<br><br>For the spring term we sent out letters to those that had applied for degrees saying if they were eligible for the certificate we would automatically award them unless we heard from them. We ended up processing an additional 70 plus certificates. We are only catching those that apply for degrees at this point. But the ad-hoc committee has made the recommendation that we run an update once or twice a year to process those that have completed and not applied. This is still a work in process at the moment. |
| Nancy Partch<br>Interim Vice President/ Dean of Student<br>Services<br>Kishwaukee College | Kishwaukee College evaluates student coursework once an application for graduation is completed and does automatically award all degrees and certificates a student has earned. |

If you would like additional information, our director of Admissions, Registration and Records is Jill Bier.  She set up the process.

Lesley Frederick
Vice President, Student Services
Lincoln Land Community College

Lincoln Land does not have such a process although we are working on it.  I think Elgin CC has such a process.  You should check in with Carol Cowles.

Joianne Smith
Oakton Community College

At Oakton, we do automatically award certificates to our students once per year during the summer semester.  We have awarded an average of 600 additional certificates.  We notify the students electronically.

Lisa Price
Vice President of Student Services
Rend Lake College

We do not automatically award certificates; students still do a graduation application.

Amy Diaz
and
Michelle Rothmeyer
Registrar
Rock Valley

At Rock Valley we complete the following steps:

- Print a custom report from Datatel to capture students taking courses related to a specific certificate.
- Manually go through each student to see if they meet the certificate requirements.  The custom report doesn't show those that have completed.
- We then auto-award certificate completers in the system but do not send printed certificates to the students without an application on file.
- Lastly, we document in the system who was an auto-completer versus an applicant, so the auto-completers would not be charged for a reprint because they did not originally apply to receive the certificate.

For RVC, this process is mostly manual and takes staff time to locate completers.

Luis Moreno
Sauk Valley Community College

- Administratively Awarded Degrees/Certificates (forced)
- We use SCT BANNER
- We identify "capstone" courses for each program.
- Our Technical Support Programmer and our SCT BANNER Specialist developed a report identifying currently enrolled students who have taken a capstone course and then compares the students' academic records against those programs and against all catalogs built in Banner.
- The report of possible "awards" is sent to the registrar for confirmation. - - The registrar verifies catalog and confirms requirements.  If acceptable the degree or certificate is awarded.
- The diploma is generated and is set to the student with the following letter:

*Dear Student:*

*For several years now, Sauk Valley Community College has attempted to identify those students who have completed program requirements but did not file an "Intent to Graduate" to have the certificates or degrees awarded.*

*Congratulations! A review of our records indicates that you have met the course requirements for the enclosed certificate or degree. Please note this award in no way affects any pending or previously awarded certificates or degrees.*

We have been doing this since 2003. We only charge a commencement participation fee and not a graduation fee.

Randy Greenwell
Spoon River College

At Spoon River we currently do not have a process in place but are looking at putting one in place. With the emphasis on completers we need to make sure we are getting credit for all completers.

Doug Olson
Triton College

We do not currently have this process in place.

Melinda L. James
Vice President of Student Development
Waubonsee Community College

We are working on it. Yesterday and today we have been meeting with Strata to do a BPA of what we do now and what we would like to be able to do. Has turned out (like so much in life) to be far more complicated than it seems it should be.

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