

Standard Operating Procedure (SOP)

Degree Audit and Graduation Verification Process

This SOP details the **degree audit and graduation verification process**, covering the systematic review of student academic records to ensure completion of all graduation requirements, verification of degree eligibility, validation of course credits and grades, coordination with academic departments, management of discrepancies or outstanding requirements, official confirmation of degree conferral, and communication with students and relevant administrative offices to facilitate timely graduation certification.

1. Purpose

To ensure that all students who apply for graduation have met the academic and administrative requirements for their degree programs, and to officially certify degree conferral in a timely and accurate manner.

2. Scope

This procedure applies to all undergraduate and graduate students seeking graduation from [Institution Name].

3. Responsibilities

Role	Responsibility
Registrar's Office	Conducts degree audits, communicates with students and departments, confirms degree conferral.
Academic Departments	Validates program-specific requirements and resolves curriculum-related discrepancies.
Students	Ensures all graduation requirements are met and communicates promptly regarding any outstanding items.
Advisors	Assists students with degree planning and requirement clarification.

4. Procedure

- Graduation Application Submission:**
 - Student submits online graduation application before the institutional deadline.
- Preliminary Degree Audit:**
 - Registrar's Office conducts an initial audit of academic records for all applicants.
 - Verification includes completion of core, major, minor, general education requirements, minimum GPA, and credit hours.
- Departmental Verification:**
 - Academic departments review applications for program-specific requirements and approve or communicate discrepancies.
- Resolution of Discrepancies:**
 - Registrar's Office notifies students of any outstanding requirements or issues.
 - Students must resolve discrepancies (e.g., incomplete grades, missing credits) by the specified deadline.
 - Advisors may provide guidance to facilitate resolution.
- Final Degree Audit:**
 - Registrar's Office conducts a final review of records after all grades are posted.
 - Confirms completion of all academic and financial obligations.
- Degree Conferral and Verification:**
 - Registrar's Office officially confirms degree conferral in the student information system.
 - Degrees are posted to the student's transcript and diploma processing is initiated.
- Communication of Results:**
 - Students receive formal notification of degree conferral or pending issues.
 - Relevant administrative offices (e.g., Commencement, Financial Aid, Alumni Relations) are informed of the graduate list.

5. Documentation & Records

- Degree audit reports
- Graduation applications

- Transcript records
- Departmental approvals and communications
- Final graduation list

6. Related Policies

- Academic Standing and Progress Policy
- Degree Requirements Policy
- Grade Appeal Procedures

7. Review & Revision

This SOP is reviewed annually by the Registrar's Office and updated as necessary to reflect regulatory or policy changes.

Document Owner: Registrar's Office

Approved: [Date]

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