## PLAN

**1. Goal**
- Principal purpose and objectives of plan (include how this relates to serving students or increasing student success or supporting Life Map)

- Develop a process that will assist and ensure that all requirements of the degree are accounted for prior to programmatically posting of degrees awarded.

**2. Objectives**
- What will be accomplished and measured

1. Use some of the LifeMap benchmarks and CAPP; construct an electronic interface to indicate student completion towards desired program of study.
2. Provide students with written documentation of progress.
3. Process will help notify student/advisors early that are pending completion; and assist students with next phase in planning for educational transition.
4. Award students who have met degree requirements.

**3. Measures and Findings**
- How specifically measures will be conducted. How will we know the objective has been achieved?

- Determine if objectives are met by observation, feedback from staff, and documentation of the number of students awarded.

**4. Action Plan**
- What is the implementation plan?

- Develop Process that identifies students in for graduation
- Train staff on how to assist students by utilizing the reports developed.
- Review a certain percentage of students eligible to be awarded and all of the students that don’t meet degree requirements (will adjust based on number of applicants).

**5. Achievement Summary/Analysis**
- What was learned from the assessment results? What changes will you make in your initiative for the year to come?

- Students were identified that had 45 & 60 credits promoting the possibilities of completing their degree at Valencia. As a result we saw a 5% increase in the total number of degrees awarded for the academic year from the year before. The development of this process has allowed us to expedite the certification of degrees providing students opportunity to complete their transfer process earlier than in previous years.
- Feedback from staff and reports that were developed to be used in measuring the accuracy of the programmatic posting of degrees process SZPPOST concluded that students that were programmatically posted their degree were accurate to within 98% of the total population being awarded. The remaining 2% was a result of students repeating coursework and the coursework was not being excluded from the output of eligible students to be awarded. In addition we found students records that indicated receipt of a final transcript when actually it was an incomplete transcript.
- A report was developed that took into account students with repeated course work but the report was too big for it to be in a usable format for staff. After an initial rollout of said report, staff indicated the fact that although the report identified every possible instance of possible grade forgiveness or exclusion of duplicate course work that needed to be processed, the fact that the report was over 200 pages in length made the report too large to be processed within a 2 week time period.
- Based on the information listed above, a process will be developed that can identify the students with repeated course work so that this can be incorporated into the Records processing guidelines already in place and assure that the output of SZPPOST for eligible students to be awarded , the process will never be 100% , this is as close as we can get at this time.