Title of CQI Activity: Improving graduation rates
Person submitting form: Kaizen Team (Kimberly Hachet, Regina Harper, Susan Norris-Berry, Julie Collins, Regina Harper, Rick Greene, Brenda Dembraski, Sandra Downing, Brian Seeger)

Department(s) involved:
Records and Registration
Information Technology
Curriculum Management

Timeline:
Planned project kickoff date: July 1, 2013 (estimated)
Target completion date: February 1, 2014
Actual completion date:

Project goal
Describe this project's goal in 100 words or less
Design a graduation process for students who meet requirements but have not attended Columbus State for at least one year.

Reasons For Project
Describe briefly your reasons for taking on this work now -- why the project and its goals are high among your current priorities. If possible, explain how it relates to College goals of student access and success, workforce development, sustainability, appreciation of diversity, and community outreach.

Former Columbus State students who are eligible to graduate, but who have not done so, will be identified each semester and contacted to see if they wish to graduate. For students desiring to graduate, they will receive the assistance needed to petition to graduate.

Organizational Areas Affected
Records and Registration
Information Technology
Academic departments

Key Organizational Process(es)
Name and describe briefly the key organizational process(es) that you expect to change or improve.

Graduation
Project Time Frame Rationale

Projected completion date aligns with communication to Summer 2014 potential graduates. Until implementation the following work needs to be completed: modifying query to align output with semester system and graduation coordinator needs, and develop communication campaign and administrative details around process.

Project Success Monitoring
Describe how you plan to monitor your progress.

Each autumn and spring semester, at a pre-determined date, an ESQL query titled, “KRP_NO_ACT_85+CRED” will be requested to be run by the Graduation Office. This will be a Help Desk request that will be routed to IT.

Query results will be downloaded into an excel spreadsheet. The list will include all student cougar IDs, name, address, program of study/degree, final GPA. DARS degree audits will be run for each of the students on the list using the active program and year listed on the audit. Associate of Art and Associate of Science “what if” degree audits will also be run against every student record on the list using the current catalog year.

A list of students fulfilling degree requirements will be identified. This report will include: student cougar IDs, name, address, program of study/degree, final GPA. This report will be sent to the graduation coordinator. A letter (see draft of letter) will be sent from Graduation Office to each qualified student. This letter contains a form with information pertaining to attendance of graduation ceremonies, intention to graduate, current contact information, and how the student wishes his or her name to appear on their diploma. This form is to be returned to the graduation coordinator in Records and Registration by the deadlines established for graduation petitions each semester. Forms received after these deadlines will be considered for the next term.

Students returning the forms are entered in Colleague as petitioners to graduate in the Student Graduation Data record (SGRD). Also, if the student’s default program of study is different from the audit that clears them for graduation, the Graduation Office will make the necessary program of study change in the Student Academic Program record (SACP).

Normal procedures for graduation will then be followed after receipt of Authorization form.

For this project, a semester by semester (or annual) report will be completed by (office TBD) that indicates the numbers of students identified each semester as meeting graduation requirements, the number of students contacted about graduation, and the number and percent of total contacted who actually graduate. This could be included with any current reports on graduates currently being produced.

Awarding of Associate of Arts and Associate of Science degrees to same person will use similar guidelines as the reverse transfer initiative.

Project Outcome Measures
Describe the outcome measures that will tell you whether this has been a success or failure in achieving its goals.

Key performance indicators for this project will be the number of students identified and the numbers of students who actually graduate and the percentage of students identified who actually graduate.

Please send this completed form to: accreditation@cscc.edu