SPECIALTY/PROGRAM DIRECTOR

Student Graduation Audit Form (SGAF)

*Administrative Support Staff will facilitate all student graduation audit forms.

Completes and submits fully completed electronic forms. Forms must be submitted (all of them) as a zip folder.

All course grades/outstanding grades must be resolved prior to sending to **Administrative Support** Staff.

Receives forms and reviews documents to ensure there are no missing/outstanding forms will be returned to the SD/PD to be completed. If complete, Staff will email to DNP Project/DNP Project Courses SD for DNP

ADMINISTRATIVE SUPPORT STAFF

Once reviewed by Administrative Support Staff, confirms DNP Project has been completed and signs off on SGAF forms for each program. Upon completion, emails the zip folder to Academic Dean for review and signature.

Once reviewed by DNP Project/DNP Project Courses SD, reviews fully-completed forms, signs, and forwards the zip folder to the Registrar's Office and Administrative Support Staff to upload to the restricted drive.

ADMINISTRATIVE SUPPORT STAFF

Upon receipt of the completed and signed SGAF forms, uploads the SGAF forms to the restricted drive.

REGISTRAR'S OFFICE

Upon receipt of the completed and signed SGAF forms, performs graduation audit.