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Graduation Facilitation

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Thursday, July 30, 2015 4:09 PM

You replied on 7/30/2015 5:03 PM.

To the Divisional Council:

I'm writing today to announce a restructure in the Graduation Office. The Graduation Office now employs Dyan Arnold as a "graduation facilitator" to assist you in guiding your students towards a degree or certificate. I plan to attend the divisional council meeting next week in case you have any questions or suggestions.

What does the graduation facilitator do?

1. Conducts a second-level review for denied students; refers these students to services that could help in the completion of an award (e.g.: counseling, health services, department heads, etc...). Approximately 20 to 25% of students who apply for graduation do not qualify for an award.
2. Distributes links that will show chairs and other faculty, in real time, who has—and by implication who has not—applied for graduation in a given semester or session; sends "reminder notices" to division chairs both one month and again a few days prior to each graduation deadline.
3. Acts as the point-of-contact for students who do not have an award decision within the timelines promised in the email every student automatically receives upon submission of a graduation petition.
4. Provides one-on-one phone follow-up with all students who indicate they have non-LACCD transcripts necessary for graduation; encourages students to send official copies of those transcripts to West; provides expedited service to evaluate transcripts required for graduation.
5. Collects and implements pre-approved "course-substitution" lists.
6. Keeps data related to why students are denied awards; shares this data with division chairs and deans. The data shared will not name individual students who were denied an award.

How should interested chairs and other faculty work with the graduation facilitator?

1. Chairs and other faculty can view, in real time, who has applied for graduation. Faculty who know of students who qualify for an award but are "missing" from the list could encourage these qualified students to apply for graduation.
2. Once the graduation facilitator sends out information related to reasons for denial, chairs and other faculty may notice patterns or gaps to be addressed.
3. At the student's request, chairs sometimes approve "course substitutions" on an individual basis. If