Student Records
Complete a Degree

Overview
This process will show how to award a degree in SIS.

- Once the student has applied for the degree and it has been determined that he/she has completed the necessary degree requirements, the degree needs to be awarded.
- Degree awards are maintained in the Program/Plan Stack.
- A new row will need to be inserted in the Student Program page.
- The degree status will need to be changed to “Awarded” in the Student Degrees page.

**NOTE:** Be sure that your User Defaults are set for the Institution field. Within the Program/Plan Stack pages, if Institution is not defaulted, the program action/reason codes may not be available and/or your updates may not save properly.

Steps

**Complete a Degree**

1. Navigate to: Records and Enrollment > Career and Program Information > Student Program/Plan
2. Enter the ID or Last Name and First Name.
3. Click Include History.
4. Click ![Search](image)

**NOTE:** Be sure to check the Institution on the stack prior to making any updates. You should only update stacks for your own institution.

5. Click ![Add](image) to add a new row to the Student Program.
6. Enter the degree date for the Effective Date. It defaults to the current date.
7. Enter “COMP” in Program Action.
8. Enter “DEGR” in Action Reason.
9. Click the Student Degrees tab.
10. Enter/update Completion Term if it is not already correct.
11. Click ![Update Degrees](image).
12. Click ![Save](image).