KGI KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges

Standard Operating Procedure

SOP Number:	Title:	Effective Date:	Page 1 of 3
F&A-001	**Graduation Fee SOP**	**August 01, 2025**	

REVISION HISTORY		
Date of Revision Approval	**Effective Date**	**Description**

Approved by:	
Trevor Garrett Digitally signed by Trevor Garrett Date: 2025.04.29 16:06:49 -07'00'	
Trevor Garrett, Interim VP of Finance & Administration	Date – 04/29/2025

Purpose:
To outline the procedure for applying graduation fees to student accounts, ensure proper processing and timely payment, and detail the communication steps between the Registrar's Office and Student Accounts. **The Graduation Fee will apply to students enrolling in Fall 2025 and onwards.**

Scope

This SOP applies to the Registrar's Office and Student Accounts. It outlines the steps from opening the Intent to Graduate form, submission of forms by students, verification of degree progress, sending rosters to Student Accounts, applying the graduation fee, and notifying students regarding the fee.

Responsibilities

- **Registrar's Office**:
  - Open and manage the Intent to Graduate form.
  - Review and verify the degree progress of students with the appropriate expected graduation date and who have submitted the Intent to Graduate form.
  - Generate and send the graduation roster to Student Accounts.
- **Student Accounts**:
  - Apply the graduation fee to student accounts based on the roster received.
  - Follow standard notification protocols for fees and payments.
  - Monitor payment status and ensure fees are paid in full.

Procedure

1. Intent to Graduate Form

- The `Intent to Grad` form link and the deadline to complete it will be emailed to all expected graduates approximately three months before graduation. It will also be accessible on the KGI Registrar webpage.
- Email reminders will be sent to students with missing Intent to Graduate forms up until the deadline when the graduation roster will be created.

2. Student Submission and Degree Progress Review

- Students will submit the Intent to Graduate form, indicating their intention to graduate.
- The Registrar's Office will work with the Program Director's and Deans to review the student's degree progress and verify all academic requirements have been met. This includes confirming the student is on track to complete their coursework and any other graduation requirements.
- If the student is not on track to graduate, the Registrar's Office will notify the respective Program Director and Dean, who will notify the student and provide instructions for remediation.

3. Roster Creation and Submission

- The Registrar Office will use the "Expected" graduation date to pull a report and cross-check the list with the students who have submitted their Intent to Graduate form and review and confirm that all students have met academic requirements. A graduation roster will then be compiled – typically a couple of months before graduation.
- The roster will include the following details for each student:
    - Student ID Number
    - Student Name
    - Expected Graduation Date
- The Registrar's Office will securely send this roster to Student Accounts, ensuring all required information is included.

4. Applying the Graduation Fee

- Upon receipt of the graduation roster, Student Accounts will verify the information against the student database and apply the graduation fee to the students' accounts.
- The graduation fee will be charged according to the current fee schedule, which will be reviewed and updated annually.
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5. Fee Notification and Payment Protocols

- After the graduation fee has been applied, Student Accounts will email each student, informing them of the graduation fee charge and providing instructions for payment.
- The notification will include the following:
  - Total amount due
  - Due date for payment
  - Payment methods and instructions
  - Contact information for inquiries or assistance

6. Monitoring Payment Status

- Student Accounts will monitor the payment status of the graduation fee.
- If payment is not received by the due date, follow-up reminders will be sent and late fees will be applied, according to policy.
- The standard notification process includes at least one reminder before the due date and additional reminders if payment is not made by the deadline.
- Once the graduation fee has been paid in full, Student Accounts will update the student's account to reflect the payment.
- Holds will be placed on student balances and will notify Student Affairs of any graduation fees that remain unpaid. This could result in a hold on diplomas and inability to participate in the commencement ceremony.

Compliance and Review

The Registrar's Office and Student Accounts will review this SOP annually to ensure it aligns with current procedures and policies. Any updates or changes will be communicated to relevant departments and staff.

Date of Implementation: August 2025
Approved by Cabinet: January 2025