

## Procedure: 2.14A

### Graduation Requirements

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#### Purpose

To outline the steps and deadlines for graduation.

#### Graduation Deadlines:

- Students are responsible for meeting all graduation requirements at the College. One semester before graduation, students should complete an application for graduation and a degree check in the Student Success Center.
  
- Deadlines for Degree/Certificate Checks
  - Fall Semester: October 20
  - Spring Semester: March 20
  - Summer Session: June 6
  
- Graduation Fee
  - All students completing an application for graduation are charged a \$20.00 graduation fee. This fee is required even if students do not participate in commencement. If students do not meet graduation requirements, there is an \$8.00 fee for any additional applications. An \$8.00 fee is required for orders of previously earned diplomas.
  
- Graduation Activities
  - Commencement exercises are typically held in May of each year. Students completing all degree requirements for the Spring semester and prior Fall semesters are eligible to participate in commencement. Summer candidates who are within nine (9) credit hours of completing degree requirements and enrolled in the courses needed to complete degree requirements are also eligible to participate.
  - The Registrar's Office announces the date for cap and gown distribution.

NOTE: All course work must be completed before students can receive honors recognition during commencement.