



## PROCEDURE

Policy Name:	GRADUATION POLICY
Policy Number:	5004
Applicable Code/Law:	N/A

### Definitions:

Graduation: Earning a degree or certificate in an educational program of study.

Commencement: The ceremony held to honor graduates.

### Procedural Guidelines

Certificates of less than 45 quarter credits are automatically conferred and will appear in students' academic record.

For degrees and certificates of 45 credits or more, students should complete an Application for Degree or Application for Certificate of Proficiency when one quarter from completing their program of study. Students are not required to be in attendance to apply for graduation. Degrees are awarded on a quarterly basis.

Prior to applying for graduation, students, in consultation with an advisor, should have identified their chosen program of study, and ensured they have met all of the requirements for graduation as described in this policy. Students should also ensure they have previously submitted all documentation of how requirements are met, including official transcripts from other colleges, as well as any documentation of prior learning, if applicable. Students are encouraged to have incoming credit evaluated and meet with an advisor as early as possible.

After submitting their application, students will receive notification about the status of their application. Once the degree is conferred, they will receive an official certificate or diploma by mail.

To participate in commencement students must apply for graduation. Participation in the commencement ceremony is not an indication of fully qualifying for graduation.