VERIFICATION OF GRADUATION REQUIREMENTS   Effective October 9, 2017

Procedure 5-08 (D)

Page 1 of 1

(1)   The Graduation Application is available online. A student applying to graduate should meet with their appropriate faculty or academic advisor. The advisor and student review the degree audit for course requirements for the degree. The advisor indicates to the student any outstanding courses.

(2)   The student completes and submits the Graduation Application via self-service on the web.

(3)   The Graduation Coordinator verifies the student's current schedule, degree requirements completed, required courses yet to be completed and required grade point averages.

(4)   Students who do not meet the degree requirements are notified by mail. The student must submit a new Graduation Application for the projected semester of graduation.

(5)   Students who have applied for graduation within the time frames specified in Procedure 5-08 (C) (2) and who are certified as having met all degree requirements receive their diplomas when all final grades have been verified.

(6)   The student's diploma will be mailed to the address listed on the Graduation Application.

(7)   A student who receives an administratively granted degree will receive notification via letter and may contact the college for the diploma.