

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

GRADUATION APPLICATION

Effective October 9, 2017

Procedure 5-08 (C)

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- (1) Students are responsible for completion of all requirements for graduation as specified in the Columbus State Community College Catalog. Each student has an academic or faculty advisor to assist with academic planning and to help assure that degree requirements are met. The final responsibility for completion of degree requirements rests upon the student. The college shall review degree audits on a regular basis and administratively graduate any student that has completed degree requirements.
- (2) The Graduation Application is available online. The priority submission deadline for autumn and spring semester is the fourth Friday of the semester. The priority submission deadline for summer semester is the second Friday of the semester. All forms are electronically submitted via web self-service.

Students graduating in the summer semester will not have a commencement in the summer, but will be invited to participate in the following autumn semester commencement ceremony.

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