

303-13 GRADUATION—PROCEDURE

1. PURPOSE

Define requirements to earn a degree or certificate.

2. PROCEDURE

1. Definitions:

- a. Graduation: Awarding of a degree or certificate by the College.
- b. Commencement: A ceremony to honor graduates and applicants for graduation.
- c. Credentials: Degrees or certificates
- d. AGECE: Arizona General Education Curriculum
- e. In Residence: Minimum required credit hours successfully completed in person or online through Coconino Community College (CCC) prior to award of a degree or certificate.
- f. Embedded Certificate: Certificate awarded after successful completion of a subset of non-sequential courses as part of the related associate degree.
- g. Stackable Certificate: A series of sequential certificates that articulate to the associate degree without repeated coursework or training.

2. Methods of Graduation:

There are three (3) ways a student may achieve graduation from CCC:

College-initiated	The College may determine that a student has met graduation requirements.
Partnership-initiated	The College may accept transfer credits from a partner institution, such as NAU, and use those credits to award a credential.
Student-initiated	Students may use this method to ask the College to evaluate completion of degree or certificate requirements.
Reverse Transfer	Students leaving CCC prior to earning an associate degree or certificate may transfer credit back to the College from another regionally accredited post-secondary institution in order to fulfill the CCC program requirements. See 501-10 Reverse Transfer of Credit

3. Application for Graduation:

There are two methods of application for graduation:

- a. The College will automatically review student's academic record at specific milestones each term to determine student progression towards program completion. For those identified, an application for graduation will be created by the registrar's office and monitored through program completion.

- b. Students who believe they will be eligible to graduate with a CCC degree or certificate are encouraged to consult with their faculty advisor or academic advisor to submit an application for graduation based on the following chart of deadlines. See the Academic Calendar for specific dates.

Term of graduation	Application Available	Final deadline
Fall	July	October
Spring	October	March
Summer	March	July

- 4. A student's catalog year is determined at time of matriculation to the College. See Determination of Catalog Year Procedure (501-05).
- 5. All required documents, including official transcripts, must be submitted to Registration and Enrollment Services by the stated deadline for each session.
- 6. Minimum CCC Credit Hour Requirements:
 - a. To earn an associate degree, a student must successfully complete at least fifteen (15) credit hours of coursework in residence at CCC applicable to the degree.
 - b. A degree with an embedded certificate requires at least fifteen (15) hours in residence at CCC. Prior to the awarding of the embedded certificate, a student must successfully complete at least one-third of the coursework applicable to the embedded certificate in residence at CCC.
 - c. No more than twelve (12) credits may be completed with a grade "S". A grade of "S" is not applicable to the Arizona General Education Curriculum (AGEC) except when awarded for Advanced Placement (AP), College-Level Proficiency Examination (CLEP), and International Baccalaureate (IB) credit.
 - d. To earn a certificate a student must complete at least one-third of the required credit hours of coursework in residence at CCC applicable to the certificate. No more than three (3) credits may be completed with a grade of "S."
 - e. Minimum Grade Point Average:
A student must complete all degree or certificate coursework with a "C" or better and a cumulative grade point average of 2.00, unless a specific program requires a higher standard.
 - f. Students may request an in-progress AGEC stamp on their transcript in the last term of their program of study. See 501-09 Transfer of Credit to Other Institutions Procedure.
 - g. Students who have completed the AGEC will be awarded an AGEC Certificate.
 - h. Students who have successfully completed all coursework in an embedded or stackable certificate will be awarded the certificate.

7. **Waiver or Substitution of Program Requirements:**
Students may request a substitution of graduation course requirements. Course substitution requests will be evaluated on a case-by-case basis by content area expert in consultation with the dean who will make recommendations to the chief academic officer for approval. Approval(s) are then forwarded to the registrar's office to evaluate for degree completion.
8. **Graduation with Honors:**
 - a. Students graduating with a degree who complete at least thirty (30) credits at CCC, and whose grades qualify, will be granted the following designations:
 1. Cum Laude - 3.40 to 3.69 cumulative CCC GPA
 2. Magna Cum Laude - 3.70 to 3.89 cumulative CCC GPA
 3. Summa Cum Laude - 3.90 to 4.00 cumulative CCC GPA
 - b. Students graduating with a certificate who complete at least fifteen (15) credits at CCC, and whose grades qualify will be granted the following designations:
 1. Honors - 3.50 to 3.89 cumulative GPA
 2. High Honors - 3.90 to 4.00 cumulative GPA
9. **Multiple Degrees:**
Upon completion of an Associate of Arts, Associate of Science, Associate of Applied Science, or Associate of General Studies degree from CCC, a student who wishes to pursue an additional degree must meet the following criteria:
 - a. The student must meet the requirements of that degree as outlined in the current *College Catalog* at the time the second degree is declared.
 - b. The student must establish residency by completing a minimum of fifteen (15) credit hours beyond those earned in the previously awarded degree.
 - c. All other graduation requirements must be met as outlined in this procedure.
 - d. Students cannot pursue additional credit hours towards earning an Associate of General Studies degree as a second degree.
10. **Evaluation, Verification and Posting of Degree:**
On behalf of the District Governing Board:
 - a. The registrar, or designee, will verify degree completion based on degree or certificate requirements.
 - b. Upon final verification, the registrar will post the credential to the transcript and process diplomas.
11. **Awarding of Degrees:**
 - a. The District Governing Board shall award degrees, certificates and diplomas on the completion of courses and curricula as it deems appropriate.
 - b. The District Governing Board Chair confers eligible degrees at the commencement ceremony and by signing the diplomas on behalf of the board.

12. Commencement Ceremony:
 - a. The College will send commencement ceremony invitations to all students who have applied for graduation.
 - b. Attendance at the commencement ceremony does not confirm or bestow graduation i.e., attendance is not in and of itself confirmation of receiving a degree or certificate.

3. BACKGROUND

1. References: Family Educational Rights and Privacy Act (FERPA); Health Insurance Portability and Accountability Act (HIPAA); U.S. Department of Education's Family Policy Compliance Office; A.R.S. 15-4444
2. Revision history: 06/03/2003, 04/06/2004, 11/2005, 05/28/2008, 05/11/2011, 05/14/2014, 03/07/2018
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

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COCONINO COMMUNITY COLLEGE