

## 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 Registrar or authorized designee.
- b. Commencement: A ceremony to honor graduates and applicants for graduation.
- c. Credentials: Degrees or certificates
- d. AGECE: Arizona General Education Curriculum
- e. Residency: Minimum required credit hours taken at Coconino Community College (CCC) prior to award of degree or certificate.

2. Methods of Graduation:

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

Student-initiated	All students should use this method to ask the College to evaluate satisfaction of degree or certificate requirements.
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.

3. Application for Graduation:

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

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

4. Determination of a student's catalog year is determined at time of matriculation to the college. See Determination of Catalog Year Procedure (501-05).

All required documents, including official transcripts, must be submitted to Registration and Enrollment Services by the stated deadline for each session.

5. Minimum Requirements:
  - a. Minimum CCC Hours:
    1. To earn an Associate Degree, a student must successfully complete at least fifteen (15) credit hours of CCC coursework applicable to the degree. 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.
    2. To earn a certificate a student must complete at least one-third of the required credit hours in CCC coursework applicable to the certificate. No more than three (3) credits may be completed with a grade of "S."
  - b. 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.
6. Waiver or Substitution of Program Requirements:

Students may request a substitution of graduation course requirements. Program substitution requests will be evaluated on a case-by-case basis as recommended by the academic advisor or other College officials, and approved by the Registrar.
7. 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
8. Second Degree:
  - a. 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:
    1. The student must meet the requirements of that degree as outlined in the current College Catalog at the time the second degree is declared.

2. The student must establish residency by completing a minimum of fifteen (15) credit hours beyond those earned in the previously awarded degree.
    3. All other graduation requirements must be met as outlined in this procedure.
  - b. Students cannot pursue additional credit hours towards earning an Associate of General Studies degree as a second degree.
  - c. Students who have completed an AGECE may request one of the following:
    1. AGECE Certificate
    2. AGECE stamp on their transcript
9. Evaluation, Verification and Posting of Degree:  
The College Registrar or designee has sole authority to approve or deny graduation or verify graduation. Upon final approval, a diploma or certificate will be issued and the credential posted to the transcript.
10. Commencement Ceremony:  
Attendance at Commencement 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
2. Revision history: 06/03/2003, 04/06/2004, 11/2005, 05/28/2008, 05/11/2011, 05/14/2014
3. Legal review: none
4. Sponsor: Registration and Enrollment Services

Adopted by College Council: 05/14/2014

**COCONINO COMMUNITY COLLEGE**