Purpose
Define requirements to earn a degree or certificate.

Definitions
AGEC is the Arizona General Education Curriculum.

Commencement is a ceremony to honor graduates and applicants for graduation.

Credentials are degrees or certificates awarded by the College as listed in the official CCC Catalog.

Credits in Residency are successfully completed credit hours taken at the College that are applied towards a Coconino Community College degree or certificate.

Embedded Certificate is a certificate awarded after the successful completion of a subset of courses as part of the related associate degree.

Graduation is the awarding of a degree or certificate by Coconino Community College.

Standalone Certificate A certificate intended to lead directly to gainful employment without the need for continuing on to earn another certificate or degree.

Transfer Degree A two-year associates degree (i.e. AA, AS, ABus, AFA) designed for transfer to Arizona Universities. These degrees include the embedded AGEC certificate.

Procedure
Methods of Graduation
   There are three ways a student may qualify for graduation from the College:
   1. College-initiated: The College may determine that a student has met graduation requirements.
      a. The College will automatically review enrolled student's academic records at specific milestones each term to determine student progression towards program completion. For those who have completed 98 percent or more of their program requirements, an application for graduation will be automatically created by the Registrar's office and monitored through program completion.
   2. Student-initiated: Students may use this method to apply for graduation, asking the College to evaluate the completion of the degree or certificate requirements.
      a. Students who believe they will be eligible to graduate are encouraged to consult with their advisor to review their graduation status prior to applying for graduation.
   3. Reverse-transfer:

a. Student-initiated: Students leaving the College 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 College program requirements. See Procedure 501-10 Reverse Transfer of Credit.
b. College-initiated: The College may accept transfer credits from a regionally accredited institution, such as Northern Arizona University, and apply those credits to award a credential.

Determination of Catalog Year
A student's catalog year is determined at the time of matriculation to the College. See Procedure 501-05 Determination of Catalog Year.

Minimum College Requirements
1. To earn an associate degree, a student must successfully complete at least 25% of the credits applicable to the degree in residence at the College.
2. To earn a standalone certificate a student must successfully complete at least 25% of the required credit hours of coursework in residence at the College applicable to the certificate. No more than three credits may be completed with a grade of "S."
3. To earn a degree, no more than twelve credits may be completed with a grade "S".
4. A grade of "S" is not applicable to the Arizona General Education Curriculum (AGEC) unless the credit was earned in Spring 2020 (See Procedure 303-05 Grading).
5. A student must complete all degree or certificate coursework with a cumulative grade point average of 2.00 or higher unless their program requires a higher standard.
6. In addition to meeting the requirement in (5), all courses in the AGEC block must be completed
   with a grade of "C" or higher.
7. Students who have successfully completed the AGEC certificate requirements will be automatically awarded an AGEC Certificate.
8. Students who have successfully completed all coursework in an embedded certificate will be automatically awarded the certificate.

Students Seeking Second Degrees
1. All minimum College requirements apply to a second degree.
2. In order to receive a second transfer degree, a student must earn an additional 15 degree applicable credits beyond those counted toward the first transfer degree.

Course Substitution or Course Waiver Requirements
Course Substitutions
Students may request a substitution of program requirements. Substitutions will be considered on a case-by-case basis by a faculty content area expert in consultation with the dean, who then forwards it to the Registrar's office for final approval. Substitutions indicate a student has taken a course that meets the content of a required course in the student's program.
1. A substitution applies only to the program for which it is approved.
2. Documentation must be provided to support the course substitution, e.g., course description, course outline or syllabus.
Course Waiver
Students may request a course waiver. Waivers will be considered on a case-by-case basis by a faculty

content area expert in consultation with the dean, who then forwards it to the Registrar's office for final approval.

Waivers indicate a student has successfully attained the learning outcomes of the course they would replace through demonstrated knowledge and/or skills not reflected on the transcript from another institution.
1. An approved waiver is not reflected on the student's official transcript and academic credit is not
   awarded.
2. The waiver will satisfy the requirement for graduation, but the student may be required to complete coursework to account for outstanding credit hours required in the program.
3. A waiver applies only to the program for which it is approved.
4. Documentation to support the petition for a waiver must be submitted along with a brief narrative of how the student has met the learning outcomes.

Graduation with Honors
Students graduating with a degree or certificate will be granted the following designations:
1. Honors - 3.50 to 3.69 cumulative GPA
2. High Honors - 3.70 to 3.89 cumulative GPA
3. Highest Honors - 3.90 to 4.00 cumulative GPA

Evaluation, Verification, and Posting of Degree: On behalf of the District Governing Board
The Registrar, or designee, will verify degree completion based on a degree or certificate requirements. Upon final verification, the Registrar will post the credential to the transcript and process diplomas.

Awarding of Degree
The District Governing Board shall award degrees, certificates, and diplomas on the completion of courses and curricula as it deems appropriate. The District Governing Board Chair confers eligible degrees at the commencement ceremony and by signing the diplomas on behalf of the board.

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

References
Procedure 501-10 Reverse Transfer of Credit
Procedure 501-05 Determination of Catalog
Year Procedure 303-05 Grading

Procedure History
11/12/1992   Approved by District Governing Board
3/11/2010   Reformatted to correct minor grammatical errors
4/5/2012   Revised & Approved by the District Governing Board
12/11/2015   Reviewed by the District Governing Board
07/22/2020   New (combines deleted procedures 303-13 Graduation and 303-14 Awarding a
                      Second Degree) and Approved by Executive Leadership Council
10/12/2020   Minor correction to the percentage of degree completion required for automatic

graduation application

03/30/2021   Revised and Approved by Executive Leadership Council

07/15/2025   Revised Sponsor from Registration and Enrollment Services to Student Services

Legal Review

None