



## Procedure 501-16 Awarding of Degrees and Certificates

Sponsor: Registration and Enrollment Services

### **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 the minimum required credit hours successfully completed in person or online through the College prior to the award of a degree or certificate.

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

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

Standalone Certificate must have a minimum length of 16 semester hours where the courses are not part of an already existing program. This certificate is one that is separate from any degree program offered by the institution.

### **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.
2. Student-initiated: Students may use this method to ask the College to evaluate the completion of the degree or certificate requirements.
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.

### Application for Graduation

There are two methods of completing an application for graduation:

1. 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 created by the Registrar's office and monitored through program completion.
2. Students who believe they will be eligible to graduate are encouraged to consult with their advisor to review their graduation status.

### 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 Credit Hour 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 awarded an AGEC Certificate.
8. Students who have successfully completed all coursework in an embedded certificate will be awarded the certificate.
9. A second degree is unique from the first and all program requirements apply including the 25% of credits in residence at the College.

### 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.

1. 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.
2. An approved waiver is not reflected on the student's official transcript and academic credit is not awarded.
3. 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.
4. A waiver applies only to the program for which it is approved.
5. 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 and 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

#### **Legal Review**

None