

I. Overview

The purpose of this procedure is to identify the minimum requirements for a student to be eligible to earn a certificate or degree. Through completion of this process, the student (and his/her advisor) notifies the school of his/her completion of degree requirements and the intent to graduate.

II. Practice

- 1) Students requesting consideration for graduation have the responsibility to inform their advisors of their intentions. The advisor must complete and submit all documentation. These include the Degree Audit Evaluation (Colleague), approved Substitution/Elective forms, and Waiver forms. It is the responsibility of the student to have submitted transcripts necessary to receive transfer credit and to have completed the process to transcript credit by exam or experience prior to submitting these forms. The forms must be submitted by the dates established in the Academic Calendar. These dates are the 2nd Friday in September for Fall graduates and the 2nd Friday in February for Spring/Summer graduates.
- 2) Students earning a certificate of proficiency in Certified Nursing Assistant will be graduated by the Registrar's Office upon successful completion of the required class(es).
- 3) The Registrar will verify that students applying for graduation have met all requirements or are on schedule, upon successful completion of their final semester, to graduate.

III. Graduation Requirements

- 1) Associate degree and technical certificate candidates must successfully complete all academic coursework, including mandated developmental course work, with a minimum cumulative grade-point average of 2.00. Certificate of Proficiency candidates must successfully complete all program requirements with a minimum program GPA. of 2.00.
- 2) Successful completion of the required number of credits and specific courses required.
- 3) Completion of a minimum of 24 credit hours as a student at UACCB in order to earn an Associate Degree (Associate of Arts, Associate of Science, or Associate of Applied Science), or completion of a minimum of 15 credit hours of the program requirements at UACCB for a Technical Certificate, or completion of all semester credit hours of the program requirements at UACCB for a Certificate of Proficiency. The minimum credit hours for the Technical Certificate and Certificate of Proficiency must be earned as a regular student rather than by test-out or other means of advanced placement.
- 4) Satisfaction of all financial responsibilities due the College.
- 5) Students have five years to complete the degree/technical certificate program requirements in the College Catalog under which they initially enroll. Students may not graduate under a catalog dated before their initial enrollment. Students may petition the Vice Chancellor for Academics for permission to extend the maximum time period allowed for their graduation. This petition will only be approved in exceptional circumstances.

IV. Clarifying Points

- 1) Participation in commencement exercises is not evidence of graduation. Commencement is described in UACCB Operating Procedure 570.1.
- 2) The process for preparing and distributing diplomas is described in UACCB Operating Procedure 570.2.

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* This procedure was previously located in the UACCB Academic Procedures Manual (AP IV-2.0, General Requirements for Graduation).