Policy: Degree Completion Policy (Graduation Policy)

Policy
Minnesota State Community and Technical College grants Associate of Arts Degrees, Associate of Science Degrees, Associate of Applied Science Degrees, Associate of Fine Arts, Diplomas, and Certificates. The following general requirements pertain to all candidates for each of the degrees.

Purpose
To ensure that students successfully complete all program requirements and comply with Minnesota State Colleges and Universities and Minnesota State Community and Technical College guidelines.

General Requirements
1. Achieve a minimum Minnesota State Community and Technical College cumulative GPA of 2.00.

2. Successfully complete all required course work for the program major according to the criteria established by the College. The actual graduation date will be within the semester in which all coursework, transfer credits, and related materials required for the program and graduation are finalized.

3. Programs may have additional program graduation requirements. These requirements are published and available from program faculty and advisors.

4. Students must earn 20 semester credits/equivalent or 1/3 of the credits required for graduation, whichever is less; at the College.

5. Courses with the letter grade of “AU”, “NC”, or “P” are not utilized in calculating eligibility for graduation. Courses with the letter grades of “AU”, “NC”, or “P” are not utilized in the requirements for degree completion. (AU=Audit, NC=No Credit, P=Pass)

6. Courses with the letter grade of “CR” are utilized in the credits calculated for degree completion. (CR=Credit by Exam)

7. Requirements for graduation are established at the time of admission to the academic program. If there is a break in enrollment the student will be admitted to the currently approved academic program plan.

8. If there are changes to an academic program, students have the option of graduating from the revised program plan.

9. Technical program credits that are five (5) years or older may not apply towards degree completion for students returning to the College after a break in enrollment. Program faculty will make the determination through the appropriate skill/knowledge review and submit the appropriate course substitution forms the semester prior to the expected graduation date. If the student has not had a break in enrollment, all program relevant courses will be considered for degree completion given the academic program is completed in a reasonable time frame.
10. Students must complete an online Graduation Application by published deadlines to verify degree completion and to participate in commencement ceremony. The College has two deadlines: Priority/Commencement Ceremony Participation and Credentialing/No Commencement Ceremony Participation. [Not all campuses conduct a commencement ceremony after each term, you will want to inquire with Student Services on the campus to determine specific commencement ceremony dates.]

11. The College reserves the right to automatically post degree completion to the student academic record upon the verification that all degree requirements have been satisfied.

Steward: Vice President of Student Services/Chief Student Services Officer

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