

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Graduation		Approved by:
Insert:	05.11	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	

POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure that students fulfill the general requirements to become eligible for an Associate’s Degree or Certificate.

SCOPE:

This policy applies to all Coastal Alabama Community College students.

DEFINITIONS:

There are no definitions applicable to this policy.

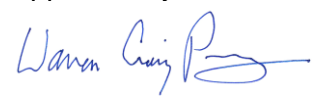
DETAILS:

05.11.01 **Graduation Ceremony:** To ensure compliance with graduation requirements, students should apply for graduation with the Registrar’s Office by the posted deadline. The student will receive a graduation check sheet verifying the courses needed to complete graduation requirements and should register for listed classes the last term.

05.11.02 **Graduation Requirements:** Students shall be awarded an Associate in Arts, Associate in Science, Associate in Applied Science degrees, and Certificates upon satisfactory completion of the requirements as certified by the Instructional Officers and instructors of Coastal Alabama Community College.

1. **Eligibility to Receive an Associate Degree:** To become eligible to receive an Associate Degree from Coastal Alabama Community College, the student must fulfill the following requirements:
 - Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
 - Earn a 2.0 cumulative GPA in all coursework attempted at the College. The calculation of the grade point average shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
 - Complete at least 25 percent of semester credit hours required for the degree at the College.
 - The College will accept all coursework transferred for credit provided all official transcripts from previously attended colleges reflect the collegiate coursework relevant to the degree.
 - Meet all requirements for graduation within a calendar year from the last semester of attendance.
 - Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution; and

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- Fulfill all financial obligations to the College.

Students have the option of meeting graduation requirements of the current catalog or those outlined in the catalog under which they entered Coastal Alabama Community College, provided the catalog is dated no more than five years prior to the expected graduation date and the student has not changed his/her major.

Any student receiving an Associate Degree or an award from the College is encouraged to be present at the graduate ceremony when the degree is conferred.

2. **Eligibility to Receive a Certificate:** To become eligible to receive a Certificate, the student must fulfill the following requirements:

- Satisfactorily complete an approved program of study.
- Earn a 2.0 cumulative GPA in all coursework attempted at the College. The calculation of the grade point average shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
- Complete at least 25 percent of semester credit hours required for the certificate at the College.
- The College will accept coursework transferred for credit provided all official transcripts from previously attended colleges reflect the collegiate coursework relevant to the award.
- Meet all requirements for graduation within a calendar year from the last semester of attendance.
- Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution; and
- Fulfill all financial obligations to the College.

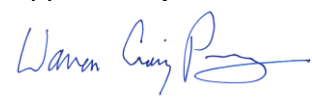
Students have the option of meeting graduation requirements of the current catalog or those outlined in the catalog under which they entered Coastal Alabama Community College, provided the catalog is dated no more than five years prior to the expected graduation date and the student has not changed his/her major.

Any student receiving a certificate or an award from the College is encouraged to be present at the graduation ceremony when the certificate is conferred.

05.11.03 **Honors and Awards:** Coastal Alabama Community College recognizes Honors and Awards recipients.

1. **Dean's List:** Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A Dean's List shall be compiled at the end of each semester. Requirements for the Dean's List

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shall be (1) a semester grade point average of 3.50 or higher but below 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.

2. **President's List:** Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A President's List shall be compiled at the end of each semester. Requirements for the President's List shall be (1) a semester grade point average of 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.
3. **Graduation Honors for Degrees:** Superior academic achievement by graduating students will be designated on transcripts by the following:
 - Graduating with Honors (cum laude) 3.50-3.69 GPA.
 - Graduating with High Honors (magna cum laude) 3.70-3.89 GPA.
 - Graduating with Highest Honors (summa cum laude) 3.90-4.00 GPA.
4. **Graduation Honors for Certificates:** Superior academic achievement by students earning certificates shall be designated on transcripts as follows:
 - Graduating with Distinction 3.50-4.00 GPA.

PROCEDURE(S):

Applying for Graduation Procedures

1. Individuals planning to graduate should make application for graduation using the **[online graduation application form located on the Registrar page of the Coastal Alabama Community College website](#)** at least one term prior to the expected term of graduation. Compliance with this deadline will allow the College to evaluate the student's record through a graduation check and notify the student concerning remaining graduation requirements. The official date that the student has completed requirements for the degree will be specified on the student's permanent transcript.

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information applicable to this policy.