



Policy: Graduation Policies

Effective: June 1, 2019

Policy Type: Faculty

Responsible Department: Registrar

Policy: Students must complete all degree requirements noted on the check sheet or schedule of study and submit an application for graduation to the Registrar's Office by the established deadline to graduate from the institution.

- 1.0 Students applying for graduation with a bachelor's degree must have first received admission to that degree program. This acceptance occurs through the admissions office.
- 2.0 Failure to submit an application for graduation by the established deadline may result in a fine and/or a delay in issuing a diploma, honors, or other graduation recognition.
- 3.0 Undergraduate bachelor-degree seeking students must complete a minimum of 120 hours including all of the Grace Core, degree-specific, major, applied learning, and minor requirements (if required for that particular major).
- 4.0 Students must declare all major and minor programs of study with the Registrar's Office prior to their final semester of study.
- 5.0 Non-education majors must have a cumulative GPA of 2.000. Non-education majors must have a 2.200 GPA in their major field of study.
- 6.0 Education majors must have a cumulative GPA of 2.500. Education majors must have a 2.500 in their major.
- 7.0 Graduate and doctoral level programs may have additional or more specific requirements for graduation. Students in these programs should consult their advisor and the program catalog to familiarize themselves with these requirements.
- 8.0 Typically, no particular GPA is required in the minor area of study or general education courses; however, students should familiarize themselves with the requirements of their chosen minor.
- 9.0 Students may not graduate at the completion of a semester in which a course required for a degree is being taken at another college or university in accordance with the **Credit by Substitution Policy** and **Transfer Credit Policy**.
- 10.0 Students may petition the Registrar to participate in the May graduation ceremony if they will be able to complete their degree during the summer following the May graduation for which they are petitioning. The Registrar may consult the dean of the school in making the decision to grant the petition. Students will receive their signed diplomas upon completion of their outstanding credits and when all requirements for the degree have been completed.
- 11.0 Diplomas are ordered three times per year: (a) for the May graduation ceremony, (b) following completion of all summer terms, and (c) at the conclusion of the fall term.
- 12.0 In accordance with the policies of the Business Office, students must pay all debts, encumbrances, fees, etc. in order to receive their diploma or degree. For Perkins Loan and/or Stafford Loan borrowers, this also includes the completion of prescribed online Exit Interviews. See **Business Office policies** on the institution's Web site for more information.

Revision Process and History

- All revisions to the policy must be approved by the Academic Affairs Committee and the Faculty.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template



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