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| <u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE | POLICY NUMBER: 100-12-01 | PAGE NUMBER Page 1 of 2 |
| | CHAPTER: Academic Affairs | |
| | SUBJECT: Graduation: Commencement | |
| RELATED POLICIES: Evaluation of Degree Requirements Degree Requirements: Number of Credit Hours Courses Not Applicable Proficiencies GPA/Required Grades OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs | EFFECTIVE DATE: October 2, 2006 | |
| | SUPERSESION: TBD | |
| |  Dr. David Svaldi President | |

Commencement

I. POLICY:

Graduation ceremonies are conducted at the end of the fall and spring semesters. Students who complete degree requirements may participate in commencement. Information sheets giving details about graduation exercises, fees for caps, gowns, and announcements will be mailed approximately one month prior to commencement. Students who complete degree requirements during the summer semester will be added (provided they have applied for graduation) to the fall semester commencement program. Students who will complete degree requirements in the summer and wish to participate in the previous spring commencement ceremony should notify the records evaluator of their desire to participate in this commencement ceremony. Note: Students must be lacking only one course (up to 6 credit hours) in order to participate in the commencement ceremony.

II. PURPOSE:

The purpose of this policy is to identify who may participate in commencement ceremonies, based on when they complete degree requirements.

III. DEFINITIONS:

- A. Academic Advisor: A faculty or staff member who advises students regarding their academic program.
- B. Commencement: The graduation ceremony for students who have completed the degree requirements for an AA, AS, BA, BS, or MA degree at ASC.
- C. Degree Requirements: The courses and proficiencies which must be completed at a satisfactory level in order for a degree to be conferred.
- D. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- E. Records Evaluator: The ASC staff member charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASC courses. The Records Evaluator is housed in the Records Office.

IV. PROCEDURES:

- A. The student will complete all degree requirements and apply for graduation.
- B. After an evaluation of degree requirements is complete, the records evaluator will notify the student of their status in regards to graduation, and relay all information regarding graduation procedures.

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- C. Provided the student completes all remaining requirements they will graduate and may participate in commencement activities.

V. RESPONSIBILITY:

- A. It is the student's responsibility to complete all degree requirements and apply for graduation according to the published deadline.
- B. It is the advisor's responsibility to complete a degree plan and degree check when the student is ready to graduate.
- C. It is the Department Chair's responsibility to ensure that all degree checks are accurate and the degree requirements have been met. The Department Chair is responsible for ensuring that these forms are forwarded to the Record's Office on a timely manner.
- D. It is the Records Evaluator's responsibility to perform a final check that degree requirements have been satisfied and to notify the student of any discrepancies and of commencement requirements and details.

VI. AUTHORITY:

ASC General Catalog, 2006-2007

VII. HISTORY:

VIII. ATTACHMENTS: