

CHAPTER:	SUBJECT	POLICY #	Page 2 of 3
Academic Policy	Graduation Applications/Degree Checks & Requirements	100-02-04	EFFECTIVE Spring 2007

- J. Graduation Requirements: The required general education courses, courses within the major(s), minor(s) and electives which make up the minimum 120 hours required in order to confer a BA/BS degree.
- K. Major Requirements: Courses in the area/discipline in which the student has chosen to specialize.
- L. 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 must complete all graduation requirements and submit an application for graduation. The original is submitted to the Records Office and a copy is submitted to the Department Chair in which the student's first major is located by the end of the semester before the semester in which the student plans to graduate but no later than August 31 for fall, January 31 for spring and June 1 for summer graduation (or the next business day if these dates fall of the weekend or a holiday). Students seeking an AA or AS degree must submit copies of the graduation application to the Office of Academic Advising, rather than the department chair. A late fee of \$20 will be imposed on applications received after the aforementioned deadlines.
- B. The student's academic advisor will complete a degree check following the same timelines as those for graduation application. The degree check will evaluate whether the student has completed all graduation requirements and will indicate any requirements that must be completed during the final semester.
- C. The degree plan(s), course substitution form, and any other supporting documentation will be signed by the student and the advisor, and attached, together with a current transcript to the degree check. Signing the forms indicates that the student is fully aware of any requirements that must be completed prior to graduation.
- D. The department chair will review and sign the degree plan, degree check and any other supporting documentation after ensuring that all degree requirements have been met, or are documented as requiring completion, on the degree check.
- E. The department chair will submit the signed degree check, degree plan(s) and supporting materials to the Records Evaluator for final review.
- F. After review, the Records Evaluator will notify the student and inform them if they have met the graduation requirements or if there are additional graduation requirements that must be met.

V. RESPONSIBILITY:

- A. The student is responsible for knowing and completing all graduation requirements, including general education, major, and minor requirements, and submitting the graduation application by the stated deadlines.
- B. The academic advisor is responsible for assisting the student in knowing and completing the requirements in a reasonable order and timely manner for maintaining an accurate degree plan and completing the degree check.
- C. The department chair is responsible for accepting graduation applications and reviewing the degree checks of those applicants to ensure they are accurate.
- D. The Records Evaluator is responsible for conducting the final review of degree checks, plans and graduation applications and notifying students if they have or have not met the graduation requirements. The Records Evaluator will notify students of any remaining requirements that must be completed prior to graduation.

CHAPTER:	SUBJECT	POLICY #	Page 3 of 3
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VI. AUTHORITY:

ASC General Catalog, 2006-2007

VII. HISTORY:

May 22, 2006

VIII. ATTACHMENTS:

Degree Check Form