

EDUCATIONAL SERVICES

C-3b PROCEDURE Graduation Requirements

Students must meet all graduation requirements for a Program of Study and all other campus graduation requirements before they are permitted to graduate from any program at SCC. Certain Programs of Study may require specific assessment activities as a graduation requirement. The number of credit hours required for graduation is based on specific program credit-hour requirements.

Graduation Requirements for undergraduate, degree-seeking students:

Students must meet all of the following requirements to be approved for graduation:

1. A student must self-certify or on their application for admission or provide proof they have received a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.
2. Students must complete an Application for Admission and be admitted to the Program of Study in which they intend to graduate. The application can be found on the College's public website or by contacting the campus Admissions office.
3. The minimum cumulative grade-point average (CGPA) for graduation purposes is 2.0. Extenuating circumstances involving GPA or other requirements may be considered by the Vice President for Instruction.
4. Students who have been continuously enrolled in a Program of Study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment.
 - 4a. Exception: A student will be required to complete curriculum and course changes implemented after they start their program as long as the change does not extend the student's time to complete the program. A student may elect to satisfy revised graduation requirements approved and initiated during their continuous enrollment. A student who has not maintained continuous enrollment but returns within three years of when they last attended will be allowed to graduate under the catalog of their initial enrollment with the approval of the division dean.
5. Students will not be eligible for graduation if a grade of "F" (Failure), "I" (Incomplete), or "NP" (No Pass) in a required course remains on the student's transcript. Program-specific grading requirements must also be met. These requirements can be found on the program pages on the public website and in the College Catalog.
6. Students must be free of any financial responsibility to the College prior to graduation.

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7. All students must complete an Application for Graduation form, obtain advisor approval and submit the application to the campus Registration & Records Office by the end of the fourth week of the term in which they plan to graduate. Forms may be obtained in the Registration & Records Office or on The Hub.

8. To receive a second degree, the student must meet all requirements of the College and the program in which the second degree will be obtained. The student must submit a second Application for Graduation form and obtain advisor approval that the student has met degree requirements. Forms may be obtained in the Registration & Records Office or on The Hub.

9. A minimum of one-third of the credit hours required for a degree must be completed at SCC in order for SCC to be the degree-granting institution. See "Advanced Standing."

Courses with a zero as the first digit of the course number are designated as developmental and cannot be used to fulfill degree requirements.

Graduation Requirements for SENCAP/Dual Credit/Career Academy students who have not yet graduated with a high school diploma or equivalent:

Students must meet all of the following requirements to be approved for graduation:

1. Students in SENCAP/DC/TCA programs may graduate with a Certificate or Diploma prior to receiving a high school diploma or equivalent. SENCAP/DC/TCA students are not eligible to earn Associate Degree without first earning a high school diploma or equivalent.
2. Students must complete an Application for Admission and be admitted to the Program of Study in which they intend to graduate. The application can be found on the College's public website or by contacting the campus Admissions office.
3. Students must submit documentation from their home high school confirming they are on track to meet graduation requirements. This documentation must be signed by the appropriate SENCAP/DC/TCA staff and/or high school administrators and must include an anticipated date of high school completion.
4. Students must complete and submit an Application for Graduation form to the campus Registration & Records Office by the end of the fourth week of the term in which they plan to earn their Certificate or Diploma from SCC. Applications for Graduation must be signed and approved by the appropriate SENCAP/DC/TCA administrators. Forms may be obtained in the Registration & Records Office or on The Hub.
5. The minimum cumulative grade-point average (CGPA) for graduation purposes is 2.0. Extenuating circumstances involving GPA or other requirements may be considered by the Vice President for Instruction.
6. Students who have been continuously enrolled in a Program of Study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment.
 - 6a. Exception: A student will be required to complete curriculum and course changes implemented after they start their program as long as the change does not extend the student's time to complete the program. A student may elect to satisfy revised graduation requirements approved

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and initiated during their continuous enrollment. A student who has not maintained continuous enrollment but returns within three years of when they last attended will be allowed to graduate under the catalog of their initial enrollment with the approval of the division dean.

7. Students will not be eligible for graduation if a grade of “F” (Failure), “I” (Incomplete), “NR” (No Grade Reported) or “NP” (No Pass) in a required course remains on the student’s transcript. Program-specific grading requirements must also be met. These requirements can be found on the program pages on the public website and in the College Catalog.

8. Students must be free of any financial responsibility to the College prior to graduation.

Courses with a zero as the first digit of the course number are designated as developmental and cannot be used to fulfill degree requirements.

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