

## CCS Administrative Procedure

### 4.10.01-B Graduation

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#### Implementing Board Policy [4.10.01](#)

Contact: District Academic Services Officer, 434-5060  
IEL Vice President of Learning, 279-6022  
SCC Vice President of Learning, 533-7075  
SFCC Vice President of Learning, 533-3538

#### 1.0 Purpose

Students must petition for graduation to have their credits evaluated for the requirements of their respective degrees

#### 2.0 Limitations and Requirements

- 2.1 The awarding of degrees/certificates recognizes that a student has successfully completed the required coursework or other requirements in a given program of study.
- 2.2 Degrees/certificates will not be awarded if the student has not fulfilled all financial obligations to the college.

#### 3.0 Graduation Requirements

Students who plan to receive a two-year degree or a one-year certificate must file a Graduation Application with the graduation evaluator.

- 3.1 Students should apply for a degree when they have completed 50 percent (50%) of the degree requirements.
- 3.2 The Graduation Application provides the student with the opportunity to review and check his or her degree or certificate requirements and allows the student an opportunity to plan or change his/her course schedule to ensure completion of all requirements.
- 3.3 It ensures that all degrees/certificates earned will be correctly posted to the student's transcript.

#### 4.0 Honor Roll

- 4.1 Students eligible for the President's Honor Roll or the Vice President's Honor Roll must meet the following minimum criteria:
  - 4.1.1 Be a full-time student who has earned 12 or more quarter decimal grade credits as computed by the end of the quarter grading cycle.
  - 4.1.2 Achieve a 3.50 or above for the President's Honor Roll.
  - 4.1.3 Achieve a 3.0 – 3.49 for the Vice President's Honor Roll.
- 4.2 Pass credits are not computed in the quarterly or cumulative grade point average; therefore, do not count as completed credits toward the honor roll.
- 4.3 The honor roll program that automatically enters the honor roll status on the transcript will run only once, after the quarterly grading cycle. **Exception:** If the instructor has made an error in grading and the student should or should not be on the honor roll, staff will manually enter the appropriate honor roll status onto the transcript.

## 5.0 Honor Cords

Students who achieve the following grade point averages (GPA) will be designated by wearing honor cords when they participate in graduation.

- 5.1 SCC: A cumulative GPA of 3.5 and above in completion of career and technical degrees/certificates and a college-level GPA of 3.5 and above in completion of an associate of arts degree. Only courses taken at SCC are calculated into the cumulative GPA.
- 5.2 SFCC/IEL: A cumulative GPA of 3.5 and above in completion of degree and one-year certificate requirements.

## 6.0 Graduation Ceremonies

- 6.1 Graduation ceremonies are held in June. Students completing their degree requirements at other times during the year are encouraged to return to participate in these activities.
- 6.2 Students who finish their degree requirements during the summer quarter may participate in the June commencement. Participation in the commencement ceremony does not guarantee completion of a degree and/or certificate.

## 7.0 Related Information

CCS Administrative Procedure [4.10.01-A, Degrees and Certificates](#)