GRADUATION REQUIREMENTS

Commencement
Each year there is a formal commencement exercise held in May. Graduates from the preceding summer and fall, along with spring candidates, are eligible to participate. Students who will complete degree requirements by the end of the following summer may also request to be allowed to participate.

Graduating students must have a graduation application submitted to the Office of Graduation, Employment, and Transfer Services no later than March 1st to have their name published in the year’s Commencement Program. No exceptions can be made to this deadline.

Commencement participants are required to wear a cap and gown, which may be purchased through the bookstore.

Computer Proficiency Requirement
Oklahoma City Community College recognizes that many business, industrial, educational, and personal activities involve the use of computers. Therefore, all Oklahoma City Community College associate degree graduates will demonstrate competency in the use of a computer to perform one or more of the following functions:
- word processing
- spreadsheet use
- database management
- multimedia/graphic design
- programming

A student may satisfy the computer proficiency requirement by:

a. completing the course “Introduction to Computers and Applications” or any other course which requires competency in one or more of the above functions (a list of applicable courses appears below);

b. validation of computer-related academic or work experience; or

c. successful completion of a computer proficiency assessment.

Courses which satisfy the computer proficiency requirement

Any online course or web enhanced course:

ACCT 2213 Accounting in Quickbooks
APPM 1313 Mathematics for Health Careers
ART 1173 Computer Drawing
ART 1363 Multimedia
ART 2533 3D Rendering and Design Visualization
ART 2573 Digital Painting
ART 2633 3D Animation and Special Effects
AT 1000 Special Topics
AT 1013 Automotive Student Success Initiative
AT 1153 Basic Automotive Fundamentals
AT 1204 A.S.E. Engine Performance
AT 1214 A.S.E. Engine Repair
AT 1224 A.S.E. Suspension and Steering
AT 1244 A.S.E. Brakes
AT 1304 GM Engine Repair
AT 1314 GM Electrical Systems
AT 1324 GM Engine Performance
AT 1334 GM Brakes
AT 1422 GM New Products I
AT 1612 A.S.E. Engine Performance
AT 1622 A.S.E. Engine Repair
AT 1632 A.S.E. Suspension and Steering
AT 1642 A.S.E. Brakes
AT 1652 A.S.E. Automotive Electives I
AT 1733 Body and Electrical Service
AT 1753 Under Vehicle Service
AT 1773 Powertrain Service
AT 2001 Career Experience
AT 2101 A.S.E. Certification
AT 2204 A.S.E. Manual Drive Trains
AT 2214 A.S.E. Automatic Transmissions/Transaxles
AT 2224 A.S.E. Electrical Systems
AT 2234 A.S.E. Heating and Air Conditioning Systems
AT 2304 GM Suspension and Steering
AT 2314 GM Manual Drive Trains
AT 2324 GM Automatic Transmissions and Transaxles
AT 2334 GM Heating and Air Conditioning Systems
AT 2422 GM New Products II
AT 2612 A.S.E. Manual Drive Trains
AT 2622 A.S.E. Automatic Transmissions/Transaxles
AT 2632 A.S.E. Electrical Systems
AT 2642 A.S.E. Heating and Air Conditioning Systems
AT 2652 A.S.E. Automotive Electives II
BUS 1113 Computer Keyboarding
BUS 1713 Beginning Word Processing
BUS 2033 Business Communication
BUS 2323 Legal Terminology and Transcription
BUS 2363 Intermediate Word Processing
BUS 2433 Office Information Processing
BUS 2463 Graphics for Business
BUS 2473 Business Spreadsheet Applications
CAT 1214 Computer-Aided Design
CAT 1253 CAD 3D Modeling
CAT 1413 CAD Hardware and Software
CAT 1513 Digital Imaging
CAT 2113 CAD Management and Standards
CAT 2163 CAD Programming and Automation
CAT 2540 Applications in CAD
CAT 2924 Design Project
CS 1103 Introduction to Computers and Applications
CS 1143 Beginning Programming
CS 1153 Introduction to Computing Technologies
CS 1333 Database Management Applications
CS 1343 Spreadsheet Application
CS 1353 Introduction to Operating Systems and Hardware
CS 1363 Digital Media Development
CS 2113 Computer-Based Information Systems
CS 2123 Assembly
CS 2143 Digital Video Editing
CS 2153 Supporting Operating Systems
CS 2163 Java
CS 2173 Oracle
CS 2183 Linux
CS 2193 Supporting Desktop Applications
CS 2223 Systems Analysis and Design
CS 2303 Networking Technologies
CS 2363 C++
CS 2403 Computer Support Services
CS 2413 Web Site Development
CS 2433 Digital Media Scripting
CS 2443 SQL Server
Degree-seeking students should follow the curriculum pattern for the major academic area they select as it is outlined in the catalog. In special cases, students may be permitted to modify their associate degree program by substituting a course of related subject matter for a required course. To initiate this procedure, students must first have the approval of their advisor. They may then complete a Degree Advisement Worksheet form available in the Office of Graduation, Employment and Transfer Services or in the division office. Substitution for any required course in a degree plan specified in the college catalog requires approval by the dean of the division offering the degree, the Registrar.

Delayed Degrees
Grade changes and/or "I" grade completions must be submitted within two weeks of the end of the semester in which a student expects to graduate. Submission after that time will result in the delayed conferral of the degree. The degree will be officially conferred at the end of the next semester.

Disclosure of Graduation Rates
Oklahoma City Community College, in compliance with the Student Right-to-Know Act, makes available to any enrolled or prospective student its completion or graduation rate. This information is available upon request in the Office of Institutional Effectiveness.

Double Majors
The College offers students the option of pursuing a double major: one degree with two majors, as long as the second major is within the same type of degree sought. Students pursuing an Associate in Arts Degree (A.A.) may elect a second major offered under A.A.; students pursuing an Associate in Science Degree (A.S.) may elect a second major offered under A.S.; students pursuing an Associate in Applied Science Degree (A.A.S.) may elect a second major offered under A.A.S. In addition to meeting the general requirements for the particular associate degree, the student must also meet the specific requirements for each major elected.

Graduation Application Procedure
Students should apply for graduation after they have accumulated a total of at least forty-five (45) semester hours, including transfer hours, toward their degree or by the end of the third week of their graduating semester.

Students are required to list all colleges and universities previously attended on the application for graduation. It is the student’s responsibility to ensure that official transcripts from all institutions attended are submitted to the Office of Graduation, Employment, and Transfer Services prior to the application deadline for the semester in which they plan to graduate (see the Academic Calendar). Failure on the student’s part to submit official transfer transcripts by this date will prevent final graduation approval.

Additional information, such as course descriptions, catalogs or syllabi may also be required in order to evaluate or document transfer credit. These documents along with all requested course substitutions must also be submitted by the student prior to the graduation application deadline.

Students concurrently enrolled at another institution, in program required coursework, will be required to provide verification of enrollment and evidence of satisfactory progress before participation in commencement is approved. They must also provide an official copy of their transcript from that institution within four weeks after the last day of their graduating semester. Failure to do so may affect their graduation status.

Additional information regarding graduation procedures and application deadlines is available in the Office of Graduation, Employment, and Transfer Services, and is published in the Student Handbook and the College newspaper.

Course Substitutions
Degree-seeking students should follow the curriculum pattern for the major academic area they select as it is outlined in the catalog. In special cases, students may be permitted to modify their associate degree program by substituting a course of related subject matter for a required course. To initiate this procedure, students must first have the approval of their advisor. They may then complete a Degree Advisement Worksheet form available in the Office of Graduation, Employment and Transfer Services or in the division office. Substitution for any required course in a degree plan specified in the college catalog requires approval by the dean of the division offering the degree, the Registrar.

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Additional information regarding graduation procedures and application deadlines is available in the Office of Graduation, Employment, and Transfer Services, and is published in the Student Handbook and the College newspaper.
Graduation Requirements

Students wishing to graduate must complete all degree requirements and apply for graduation by completing an application in the Office of Graduation, Employment and Transfer Services, or by filling out the application online at the Graduation, Employment and Transfer Services webpage. Application deadlines are published in the Academic Calendar. Graduation occurs at the end of the three major semesters: Fall, Spring, and Summer.

Options Within a Major

Students may complete one or more options within a major depending upon the selected program of study. An option is a special subgrouping of relevant courses within a major.

While it is possible to earn only one degree in a specific major, students may choose to complete several options within that one major. Diplomas and certificates will reflect the official degree only. Students can verify that they completed work within an option by presenting their transcripts which will show the courses that were completed.

Additional verification of option completion may be obtained from the Office of Graduation, Employment and Transfer Services.

Residency Requirements for a Degree or Certificate

Certain residency hours are required for a student to earn a degree or certificate from Oklahoma City Community College. Students applying for an Associate of Science or Associate of Arts degree must earn a minimum of 15 credit hours, which are clearly applicable to the degree at this college. Students applying for an Associate of Applied Science Degree must earn a minimum of 15 credit hours at the college that are clearly applicable to the degree at this college or have been approved by an advisor. Students wishing to earn a certificate are required to earn at least 4 hours of a 15-hour (or less) program, 9 hours of a 16- to 36-hour program or 12 hours of a 37- to 49-hour program at Oklahoma City Community College.

Although credit hours earned as advanced standing are encouraged as a means for meeting degree requirements, they are excluded when calculating resident credit hours.

Second Associate Degree

A second associate degree may be awarded provided the following requirements are met: a) Completion of the general and specific requirements for both degrees. b) Selection of a major different from that studied for the first degree. c) Presentation of a minimum of 15 credits from Oklahoma City Community College in addition to those presented for the first degree and which are clearly applicable to the second degree sought.

Selection of Catalog

Students who have been actively pursuing their degree requirements may complete the requirements which were stated in the College Catalog at the time they declared a major and were accepted into a degree program or of any subsequent College Catalog.

Students are considered to be actively pursuing their degree requirements when they have earned a minimum of six credit hours at Oklahoma City Community College during each 12-month period.