



**TITLE: ADMINISTRATIVE PROCEDURE NO. 5014
GRADUATION AND COMMENCEMENT**

1.0 GRADUATION OCCURANCE

1.1 Graduation occurs on the last day of instruction in Fall, Spring and Summer Semesters.

2.0 APPLY FOR GRADUATION

2.1 Students intending to graduate should apply for graduation upon completion of forty-five or more semester hours in their declared degree.

2.1.1 Students may obtain the graduation application from the Graduation, Employment, and Transfer Services Office.

2.1.2 Applications for graduation must be submitted to the office of Graduation, Employment, and Transfer Services by the last day of the semester in which the student intends to graduate.

3.0 REQUIREMENTS FOR GRADUATION

3.1 All course requirements outlined in the student's declared degree or certificate must be completed by the end of the student's intended graduation semester.

3.1.1 Students in active pursuit of their degree can complete the requirements outlined in the College Catalog at the time they declared their major.

3.1.2 Alternately, students who are in active pursuit of their degree may complete the requirements which were stated in any subsequent catalog year from the time they declared their major.

3.1.2.1 Students are considered to be in active pursuit of their degree when they have earned a minimum of six credit hours at OCCC within a 12-month period.

3.1.2 Students who have not been actively pursuing their degree must complete the requirements which are stated in the current College Catalog at the time they apply for graduation.

3.2 An applicant's Cumulative or Retention Grade Point Average must be a 2.0 at the time of graduation.

3.3 Official transcripts of all transfer credit must be submitted no later than one month after student's intended graduation semester.

3.4 Applicants must demonstrate competency in the use of a computer by the time of graduation.

3.5 Residency hour requirements must be met by the end of the student's intended graduation semester.

3.5.1 Students applying for graduation in an associate degree program must earn a minimum of 15 credit hours at OCCC.

3.5.2 Students applying for graduation in a certificate program must earn a minimum of 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 OCCC.

3.5.3 Residency hours must be clearly applicable to the degree or certificate program in which the student is graduating.

- 4.0 DEACTIVATION/TRANSFER OF GRADUATION APPLICATION
 - 4.1 If a student fails to meet requirements in their intended graduation semester but demonstrates the ability to complete outstanding requirements within one additional semester, the student's application will be transferred one time to the next consecutive semester.
 - 4.2 If a student fails to meet requirements in their intended graduation semester and does not demonstrate the ability to complete outstanding requirements within one additional semester, the student's application will be deactivated.
 - 4.3 Students whose graduation applications have been deactivated are required to submit a new graduation application for the next semester in which they intend to graduate.
- 5.0 GRADUATION WITH ONE DEGREE IN TWO MAJORS
 - 5.1 Students can apply for and graduate with one degree in two majors if the following requirements are met:
 - 5.1.1 The second major is within the same type of degree sought.
 - 5.1.2 The requirements for both majors are complete by the intended graduation date.
 - 5.1.3 The student indicates he/she wishes to graduate with a double major on the graduation application.
- 6.0 GRADUATION WITH SECOND ASSOCIATE DEGREE
 - 6.1 Students can apply for and graduate with a second associate degree if the following requirements are met:
 - 6.1.1 General and specific requirements are met for both degrees.
 - 6.1.2 The selected major is different from the first associate degree earned.
 - 6.1.3 A minimum of 15 credits unique to the credits earned in the first associate degree have been completed and clearly applied to the degree.
- 7.0 COMMENCEMENT PARTICIPATION
 - 7.1 A formal commencement exercise is held in May of each year.
 - 7.2 Students may indicate their participation in commencement on their graduation application or by contacting the Graduation, Employment, and Transfer Services Office.
 - 7.3 Graduates from the preceding summer, fall, and spring semesters are eligible to participate.
 - 7.4 Students who will complete degree requirements by the end of the summer following commencement may also request to participate in the ceremony.
 - 7.5 Commencement participants are required to wear a cap and gown purchased through the bookstore.

Effective: January 2, 1991

Revised: April 2, 2015