



Title: Graduation Requirements

Policy  
No.: ADM 3.12

Date: 1/30/12  
Rev.: 8/1/13, 8/1/15, 8/1/2017, 8/1/2019

Areas Affected: All BSMCON Students

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**POLICY STATEMENT:**

To define eligibility for awarding the College degree and participation in graduation exercises.

**Requirements:**

To be eligible to receive a degree, a student must:

- Have a minimum GPA of 2.0 to be eligible for graduation.
- Submit an Intent to Graduate form to the Registrar’s Office by the date published in the College’s Academic Calendar.
- Complete at least 25% of credit hours required for the degree through instruction offered by the College.
- Complete all degree requirements by the end of the academic session in which the degree is to be conferred.
- Complete all program requirements.
- Settle all indebtedness to the College to include returning of library and school materials.

A hold will be placed on a student’s record at the time of graduation for outstanding obligations to the College. These obligations might include receipt of final transcript from another institution, financial balances, library books or fines. If unfulfilled, these obligations may prevent the release of any information concerning the conferring of the student’s degree.

**Graduation Exercises:**

Graduation exercises are held twice a year at the close of the fall and spring semesters. Students that complete requirements during the summer semester will have their degrees conferred at the end of the summer term. They may participate in fall graduation.

Students may participate in graduation exercises if they have fulfilled all administrative responsibilities and are expected to complete all degree requirements in the semester for which they have applied to graduate.

**Graduation Honors:**

Graduation honors are awarded to undergraduate students who have maintained high levels of scholastic achievement. Levels of honor are:

Reference Policy # \_\_\_\_\_

Approved by:  
  
Signature

Dean of Student Services  
Provost/VP  
Title

8-1-19  
11-26-19  
Date

**Approval History:**

Committees and Dates:

Registrar- 1/12; 11/2/12; 10/16/14; 7/10/15; 4/15/2019

Policy Committee – 1/30/12; 11/19/12; 10/20/14, 8/4/15, 4/17/2017; 4/15/2019 Evote

Key words: Graduation, Honors

3.50 – 3.749	cum laude	(with distinction)
3.75 – 3.899	magna cum laude	(with high distinction)
3.90 – 4.0	summa cum laude	(with highest distinction)

Latin honors apply only to baccalaureate students. Honors noted in parentheses apply to all other undergraduate and certificate program students. Honor listing on transcripts will be calculated based on all coursework while enrolled at the College only. Transcripts will show any courses taken prior to admission to this College as transfer (TR) courses. Any courses taken while enrolled will show institution where it was taken, earned grade, credit hours and quality points.