

## APPLICATION FOR GRADUATION (PROCEDURE)

### A. Student Responsibility

1. It is the responsibility of the student to complete and submit an application for graduation.
2. It is the responsibility of the student to meet with a counselor and/or faculty advisor who will make every effort to assist the student in this process. A typed status sheet and written plan stating when and how the student will meet the remaining requirements for graduation must also be submitted with the application. Courses cannot be used more than once for any degree.
3. It is the student's responsibility to ensure that all degree requirements are met successfully before June 1<sup>st</sup> faculty's last day. "F's" or "Incomplete's" will not be deemed satisfactory completion of requirements for any degree program. If a student fails to complete the requirements for graduation by the June 1<sup>st</sup> faculty's last day deadline then the student will have to reapply for graduation the following academic year.

### B. Registrar's Office

1. The Registrar shall schedule meetings with district counselors to compare the status sheets with the OLC transcripts to confirm that the student is making progress. The Registrar will notify the student in writing, identifying courses needed in order to complete degree requirements.
2. The Registrar will prepare a roster by April 1<sup>st</sup> each year of students projected to graduate that spring semester. This roster will be used for all graduation planning functions.
3. When grades have been posted at the end of each semester, the Registrar will send out confirmation letters to all graduate applicants who have successfully completed degree requirements. Denial letters will go out to students who did not complete degree requirements.
4. Posthumous degree will only be awarded if the student has met 85% of the degree requirements, the degree shall say "Honorary", and the student must be currently enrolled. Request must be in writing from immediate family members.
5. Replacement diplomas will be issued once a year. The cost is \$25.00, and must include a written request.

### C. Assessment

1. All students graduating with an associate's degree, or baccalaureate degree, (or combinations thereof) will take part in Woiwyanke Wounspe Day ("Looking at oneself and what has been learned"). Results will be used only to improve student learning. Scores on the assessments will not impede graduation completion of any individual or group nor require additional courses. (BOT 5/19/99)