

# Graduation



Graduation Services of Central Piedmont awards degrees, diplomas, certificates, and Adult High School diplomas to eligible students. In order to receive a degree, diploma, or certificate credential, potential graduates first must submit the appropriate graduation application according to the following dates:

Potential Graduates	Begin Submitting Applications
Spring	First Day of the Spring Term
Summer	First Day of the Summer Term
Fall	First Day of the Fall Term

There is no application deadline; however, **spring applications submitted by the beginning of April** are guaranteed to be processed in time to participate in the graduation ceremony.

Adult High School students do not need to fill out a graduation application. However, they are required to meet with their advisor.

## Graduation Requirements

**Program requirements** - The college reserves the option of changing the requirements for completing a degree, diploma, or certificate program at any time.

### Returning students:

- For students not enrolled in program-related courses for three or more consecutive semesters, requirements for program completion are based on the requirements in effect when they re-enroll in the program, not on those in effect when they originally entered the program.
- An official copy of a student's high school transcript must be on file in order to be admitted to a degree or diploma program.
- Exceptions to course requirements and catalog year changes (beginning Fall 1997) can be made upon approval of the division director. Sometimes such exceptions must be made because courses in an earlier curriculum program may no longer be offered. Students are not placed in a catalog year prior to the 1997-1998 year.

**GPA** - Students must have a program Grade Point Average (GPA) of 2.0 or better to receive a degree, diploma, or certificate. Some programs may require a grade of "C" or better.

**Credentials** - An official high school transcript or equivalent must be on file, showing the date of graduation prior to awarding certificates, diplomas, and degrees.

**Residence** - Students must meet the Curriculum Program Residency requirements of the college.

### Hours/Credits:

- **Degrees** - A minimum of 25% of program hours must be earned at Central Piedmont.
- **College Diplomas** - A minimum of 25% program hours must be earned at Central Piedmont.
- **Certificates** - A minimum of 25% of program hours must be earned at Central Piedmont.

For more information on policies governing graduation, please see Policy 3.11 Program Completion Requirements.

## Graduation Process for Degrees & Diplomas

(Students pursuing the Cytotechnology certificate also should follow this process.)

### 1. Meet with an Advisor

A student should meet with their advisors prior to applying for graduation. Advisors check that:

- all transcripts have been received,
- students are admitted to the correct program and under the correct catalog year of requirements,
- any course substitutions and waivers are submitted, and
- students have a course of study for the remainder of their program.

### 2. Submit a Graduation Application

Potential graduates should submit a graduation application to Graduation Services during the time frame published. Applications should be submitted online through a MyCollege student account (if the student is admitted to the program.)

### 3. Receive a Degree Audit Status Update

Graduation analysts review records and email degree audit status updates to students' Central Piedmont email address approximately six weeks after a graduation application is submitted. These evaluations cannot be completed at the time the application is submitted.

### 4. Receive a Copy of the Earned Degree or Diploma

After completion of all requirements, including successful completion of final courses required for graduation, a notation of the degree/diploma and the date of graduation is entered on Central Piedmont transcripts. If ordered, degrees/diplomas are mailed to students approximately eight weeks after graduation. A student's date of graduation is the term when all documents needed for graduation certification are completed.

## Graduation Process for Certificates

### 1. Meet with an Advisor

Students should meet with their advisors prior to applying for graduation. Advisors check that students are admitted to the correct program under

the correct catalog year of requirements, that any course substitutions and waivers have been submitted, and that students have a course of study for the remainder of their program.

## 2. Submit a Certificate Graduation Application

Students should submit a Certificate Graduation Application during the time frame published, as certificates are not automatically awarded by the college. This form may be submitted online through a MyCollege student account (if the student is admitted to the program.)

## 3. Receive a Certificate Audit Update

Graduation analysts review records and email students degree audit updates approximately 6-8 weeks after an application is submitted. These evaluations cannot be completed at the time the application is submitted.

## 4. Receive the Earned Certificate

After completion of all requirements, including successful completion of final courses required for graduation, a notation of the certificate and the date of graduation is entered on the Central Piedmont transcript. One free copy of the certificate is mailed to the student approximately eight weeks after completion. The student's date of graduation is the term when all documents needed for graduation certification are complete and on file. Additional copies of certificates may be purchased for a small fee.

# Graduation Process for Adult High School Diplomas

## 1. Meet with an Advisor

Students should meet with their Adult High School advisor first. Advisors review student education plans and determine a term of graduation. Advisors will notify the Adult High School Graduation Analyst of students who completed or are completing all requirements. Adult High School students do not need to fill out a graduation application.

## 2. Receive Update from Graduation Office

When notified of pending completion by the Adult High School advisor, graduation analysts review records and email diploma status updates to students via their Central Piedmont email in approximately 4-6 weeks.

## 3. Receive the Adult High School Diploma

After completion of all requirements, including successful completion of final courses required for graduation, a notation of the Adult High School Diploma and the date of graduation are entered on the Central Piedmont transcript. The student's date of graduation is the term when all documents needed for graduation certification are complete and on file. If ordered, diplomas are mailed to students approximately eight weeks after graduation.

**Please note:** A minimum of 1 Adult High School credit hour must be earned at Central Piedmont to be awarded the Adult High School Diploma.

# Graduation Ceremony

Central Piedmont holds two graduation ceremonies each academic year; one in December and one in May. Information is sent to eligible graduates in October for the December ceremony and in March for the May ceremony, via Central Piedmont email. The December ceremony is held to recognize graduates of the fall and summer terms and the May ceremony is held to recognize graduates of the spring term.

# Graduation Ceremony Honors

The Graduation with Honors designation, which entitles one to wear cords at a graduation ceremony, is determined by program grade point average (GPA). If a student simultaneously graduates from two or more programs

with an honors-level GPA in one program and not in the other, the student will graduate with honors. If a student is eligible for honor cords in both programs, the student will wear only the cord designating the highest honor.

## President's List

To honor students for outstanding academic achievement, the college publishes a President's List at the end of each term recognizing students enrolled in curriculum programs who meet the following requirements:

- In a given term, completed at least 12 hours of credit in courses numbered 100 through 299.
- In a given term, achieved a 4.0 grade point average with no "Incomplete" or "Withdrawn" course status.

## Dean's List

To honor students for outstanding academic achievement, the college publishes a Dean's List at the end of each term recognizing students enrolled in curriculum programs who meet the following requirements:

- In a given term, completed at least 12 hours of credit in courses numbered 100 through 299.
- In a given term, achieved a 3.50 or higher grade point average with no "Incomplete" or "Withdrawn" course status.