GRADUATION PROCEDURES

Note: For students completing the requirements for a Certificate embedded within an Associate Degree program, see the College's Completion Procedures for Certificates Embedded within Associate Degree Programs policy for more information.

Students who have completed program requirements but have not applied for graduation before registering for the final semester of attendance will have five (5) years from the last semester of attendance to apply for graduation, except in cases where the program has been cancelled. Students who are not currently enrolled at Delgado but who have completed all program requirements in a non-declared major may be allowed to change their major effective the semester in which they are applying for graduation. Students must contact the Registrar's Office to inquire about the application process. A $100 late graduation fee will be charged. The degree will be awarded within the semester in which the student applies for graduation, and a program completion date will also be noted on the diploma.

APPLICATION FOR GRADUATION

Students are encouraged to apply online for graduation at any time within the published deadlines on the academic calendar prior to their last semester at Delgado. Students may continue to apply online until the graduation application deadline in the student's last semester. The deadlines are published in the *Student Handbook* and *College Catalog* each semester. Once the application for graduation is processed, each student receives a letter verifying graduation status via their preferred email address on file. The application is valid *only* for the semester for which the student has applied.

A student who does not apply online for graduation by the final published deadline, will be able to submit in person a late paper application with a signed copy of a degree audit from their advisor. A non-refundable $40 late fee will be assessed for this application. The late application deadlines are published in the *Student Handbook* and *College Catalog* for each semester.

CHECK-OUT PROCEDURES

The Office of the Registrar prepares a degree audit for each student who has applied for graduation, considering all documentation on file relevant to the student's academic record (i.e., substitutions, catalog changes, etc.). Additionally, the Office prepares a Checklist for Potential Graduates ("Graduation Check-Out List"), which notes any pending courses required to complete degree/certificate/technical diploma requirements. A copy of these documents is kept in the Office of the Registrar.

Important Check-out Criteria:

1. A student must earn at least 25 percent of the semester hours required for the degree/certificate through instruction offered at Delgado. [Prior Learning Assessment (non-traditional) credits awarded by Delgado may not be used to meet this requirement.]

2. Nine credits must be in courses required in the major (those courses in which a minimum grade of "C" is required).

3. A Justification for Substitution Form (Form1413/007) must be submitted to the Registrar's Office for a course substitution. The Form must be initiated and approved by the Division Dean and Vice Chancellor for Academic and Student Academic Affairs.

4. A student cannot substitute another course for a required course that the student has failed; the course must be repeated.

5. In order to graduate, a student must have a cumulative grade point average of at least 2.0 in all courses taken at Delgado.

6. A student must fulfill the total number of hours required in the student's curriculum.

7. As outlined in the College's Determination of College Catalog for Graduation Requirements policy, a student will be assessed using the (1) Entry *College Catalog*--the catalog in effect during the first semester of a student's most recent unbroken enrollment period; or (2) Exit *College Catalog*--the catalog in effect during the semester in which a student intends to complete graduation requirements. Failure to attend a summer session does not constitute a break in enrollment. For a student who changes majors, the entry *College Catalog* becomes the catalog in effect the semester in which the student changed to the current major during the student's most recent unbroken enrollment period. The student who changes majors has the option of utilizing the new entry *College Catalog* or the exit *College Catalog.*

8. Request for change in catalog Request for Change of College *Catalog* for Degree or Certificate Requirements, Form 1413/002) are approved by the Division Dean as long as the *Catalog* requested was in effect during the student's enrollment for up to five years prior to graduation, providing the degree, certificate, or technical diploma program has not been terminated and all remaining courses are still offered at the College.

9. Students are limited to *a maximum of 24 credit hours from* Prior Learning Assessment (non-traditional) sources (i.e., LEAP, credit exams, military credit, etc.). No more than one-third of the credits needed in required major courses may come from Prior Learning Assessment (non-traditional) sources. Students expecting to use Prior Learning Assessment (non-traditional) credit toward a degree must be aware of and adhere to the College-wide procedures and deadlines for Prior Learning Assessment (non-traditional) credits.

10. To graduate with distinction, a student must have completed at least 45 hours at Delgado and have earned a 3.50-3.79 (HONORS) or 3.80-4.00 (CHANCELLOR'S HONOR) institutional cumulative average GPA. Students must be associate-degree-seeking to qualify.

CODING PROCEDURES

After a degree check-out has been performed, the student is coded in the system as follows:

RM = Student has completed all program requirements.

PN = Student is registered in their last semester, in final courses to meet program requirements, but final grading is pending.

NO = Student is missing program requirements for program completion.

GRADFEST

Students coded PN and RM will receive an email to attend GradFest, as well as a brochure with all Commencement information. On GradFest day, the students are able to check the status of pending documents (i.e., substitution forms, change of catalog forms, etc.), complete the Financial Aid exit interview, clear any Bursar's hold, purchase cap and gown, order a graduation ring, check status for Phi Theta Kappa, and complete the graduation survey.

PENDING PAPERWORK

All pending paperwork (i.e., use of transfer and/or Prior Learning Assessment (non-traditional) credit, change of catalog, course substitution, etc.) must be approved by the Vice Chancellor for Academic and Student Affairs upon the recommendation of the student's Division Dean. All pending paperwork must be requested, approved, and received by the Registrar's Office on or before the last day of class for the semester if the student plans to participate in commencement and have their name in the commencement program.

FINAL CHECK-OUT

After final grading is completed for the semester, grades are checked for each potential graduate, and the graduation code is changed from PN to RM or PN to NO in the system. Final graduation reports are run.

COMMENCEMENT PARTICIPATION

Enrolled students who are graduate candidates and fail to meet the minimum grade for course(s) needed to meet program requirements during the scheduled graduation semester will be allowed to participate in the Commencement exercises. However, the student must enroll for the next semester to satisfy the missing grade required for program completion. No degree will be awarded, or diploma issued, until the missing program requirement has been met. The student must reapply for graduation in order for the degree/certificate to be conferred and appear on the transcript.

Students who are not currently enrolled at the College and have not met program requirements are not eligible to participate in the Commencement exercises.

Only students participating in Commencement will receive diploma covers the day of the ceremony. Students not participating in Commencement may contact the Registrar's Office to request a diploma cover for pick up at the Registrar's Office. All graduates will receive a digital diploma on Commencement day via text or e-mail regardless of their participation. A paper diploma will be mailed to the address provided by the student in a protected envelope within 10-15 business days (excluding weekends and holiday) after the Commencement day by the diploma supplier.

DUPLICATE DIPLOMA REQUEST

A student may request a duplicate diploma for a fee of $50.00, using the Duplicate Diploma Request Form (Form 1447/001). The completed form should be taken to the Bursar's Office where it will be stamped "PAID." The "PAID" form is turned in at the Registrar's Office by the student.

Duplicate diplomas will use the format in effect at the time of the request. Also, the signatures in effect at the time of the request will be used. The word "Duplicate" will be printed on the diploma.

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Policy Review:

Academic Affairs Council 2/15/2007
Title Updates - Vice Chancellor for Academic Affairs Approval 9/25/2012
Banner Procedural Update - Vice Chancellor for Academic Affairs Approval 3/8/2013
Procedural Update – Vice Chancellor for Academic Affairs Approval 9/12/2013
Procedural Update - Vice Chancellor for Academic and Student Affairs Approval 7/29/2021
Procedural Update - Vice Chancellor for Academic and Student Affairs Approval 7/6/2022
Procedural Update - Vice Chancellor for Academic and Student Affairs Approval 7/20/2026