



GRADUATION PROCEDURES

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

At the time a student applies for graduation, he/she must be enrolled at Delgado Community College. A \$50 processing fee is required. This fee includes a \$48 graduation processing fee, which covers the cost of diploma materials and processing, and a \$2 fee for a one-year initial membership in the Delgado Alumni Association.

If a student completes program requirements and fails to apply for graduation during his/her last semester of attendance, he/she has ten (10) years from the last semester of attendance to apply for graduation. A \$100 processing 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 for graduation at any time *prior* to their last semester at Delgado. Students may continue to apply until the graduation application deadline in the student's last semester. The deadline is published in the class schedule and College *Catalog*. Once the [Application for Graduation](#) is processed, each student receives a letter verifying graduation status. The application is valid *only* for the semester for which the student has applied. If the student does not complete his/her requirements within the anticipated last semester, the student must re-apply and a \$15 processing fee will be assessed.

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. (Non-traditional credits awarded by Delgado may not be used to meet this requirement.) Nine of these credits must be in courses required in the major (those courses in which a minimum grade of "C" is required).
2. If a course has been substituted for a required course, a [Justification for Substitution Form \(Form1413/007\)](#) must have been initiated and approved **prior** to the course being taken by the student.

3. A student cannot substitute another course for a required course that he/she has failed; the course must be repeated.
4. All students in order to graduate must have a cumulative grade point average of at least 2.0 in all courses taken at Delgado. Regardless of the *Catalog* year, all transfer students must have a Delgado cumulative grade point average of at least 2.0. Students in the nursing program must also have at least a 2.0 CSN grade point average.
5. A student must fulfill the total hours required in his/her curriculum.
For example: If a four-hour course is required and a three-hour course is substituted or transferred, the student must take an additional course to make up the difference. The course can be in any subject.
6. 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 latest 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 latest unbroken enrollment period. The student who changes majors has the option of utilizing the new entry *College Catalog* or the exit *College Catalog*.
7. 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 his/her 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.
8. Students are limited to a maximum of 24 credit hours from 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 non-traditional sources. Students expecting to use non-traditional credit toward a degree must be aware of and adhere to the College-wide procedures and deadlines for non-traditional credits.
9. Students seeking a General Studies degree must officially declare a General Studies major prior to taking the last 15 hours of coursework toward the degree.
10. The use of over three (3) hours of transfer credit and/or non-traditional credit toward a student's last 15 hours for his/her degree requires written approval of the student's Division Dean and the Vice Chancellor for Academic Affairs.
11. 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) as total higher education cumulative averages. This GPA includes all transfer and Delgado Community College courses. 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 his/her last semester, in final courses to meet program requirements, but final grading is pending.

NO = Student is missing program requirements for program completion.

APPOINTMENT FOR CODE “NO” APPLICANTS

A letter and an e-mail are sent to all students with a code “NO” status, encouraging them to contact the Office of the Registrar to schedule an appointment to discuss their missing requirements. It is the student’s responsibility to contact the Office of the Registrar to schedule the appointment by the deadline indicated in the letter.

GRADFEST

Students coded PN and RM will receive a letter to attend the mandatory 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, complete the graduation survey, sign the statement of understanding for Honors graduation requirements, sign the statement of understanding of graduation procedures and graduation fees, and receive the graduation card.

PENDING PAPERWORK

All pending paperwork (i.e., use of transfer and/or non-traditional credit, change of catalog, course substitution, etc.) must be approved by the Vice Chancellor for Academic Affairs upon the recommendation of the student’s Division Dean. All pending paperwork must be requested, approved, and received by the deadline set by the Office of the Registrar if the student plans to participate in commencement and have his/her 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.

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.

Duplicate diplomas will use the format in effect at the time the degree was conferred if the format is still available. If all of the signatures of the appropriate personnel from that year are not available, the duplicate diploma will bear a combination of old and new signatures. "Duplicate" will be printed on the diploma.

Policy Reference:

Original publication in Policy and Procedures Memorandum, DM 1440.2G., *Academic Procedures Manual*, issued August 15, 1994.

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