

**Cochise College
Administrative Policy**

**Category: Students
Policy Number: 4013
Title: Commencement**

The Vice President for Instruction/Provost shall be responsible for commencement activities.

**Procedure 4013.1
Graduation Application**

Students completing or having completed associate degree requirements or needing 12 or fewer credits to complete the degree requirements must apply for graduation as per the deadline date on the academic calendar. Students who have not completed the associate degree requirements may walk in the graduation ceremony but will not receive a diploma until they have completed all degree requirements. If a student submits an application late, the College may not order a diploma until the following order date. Only students earning degrees participate in the graduation ceremony. Regardless of whether or not a student participates in the ceremony, a degree will not be granted until all requirements are met.

1. Students must file a Graduation Application.
2. Students obtain graduation applications from the Student Development Center.
3. The student must pay the appropriate graduation fee at the cashier's office. If the student intends to participate in commencement, the student must wear the appropriate graduation attire which may be obtained at the college bookstore.
4. A counselor or academic advisor will do a preliminary graduation check confirming the type of degree or certificate and the program emphasis.

**Procedure 4013.2
Certificate and Award Recipient Ceremony**

Certificate, scholarship and award recipients shall be recognized at a ceremony prior to spring graduation.

1. Students completing or having completed certificate requirements must apply for their certificate during the first five weeks of the semester.
2. Students obtain certificate applications from the Student Development Center.

3. A counselor or academic advisor will do a preliminary check confirming the type of certificate and the program emphasis.

Procedure 4013.3
Graduation Ceremony

The graduation ceremony for Cochise College may alternate between campus locations.

Policy 4013: Commencement has been revised to include Procedure 4013.4, as noted below.

Procedure 4013.4
Degree Posting

There is only one graduation ceremony held each year; however, Student Services will process students for graduation and post degree completion three times a year: in May, August, and December.