

**Cochise College
Administrative Policy**

**Category: Students
Policy Number: 4013**

Title: Degree and Certificate Completion

Students completing either degree or certificate program requirements are required to apply for the credential through the Advising and Counseling office. The Advising and Counseling office will prepare a preliminary verification of the credential. Credential evaluators will confirm the verification before the credential is posted to the students' transcript. Once the credential is posted the Advising and Counseling office will mail the diploma/certificate to the address provided in the application process. Students are encouraged to apply early in the semester in which they are registered for their final courses in their credential.

**Procedure 4013.1
Degree Completion**

It is the students' responsibility to file an application for degree completion. This application indicates intent to complete requirements during the final semester of enrollment in courses applicable for the degree for which they are applying. Students completing or having completed associate degree requirements will file an online graduation application in the semester in which they are registered for their final courses in their credential. A counselor or academic advisor will complete a graduation check confirming the type of degree and the program emphasis, if applicable. Graduation applications will be processed, and credentials will be posted to the students' transcript only after all degree requirements are completed.

Students who have completed requirements and who apply for their degree after their term of completion will be awarded their credential in the term they apply. Students are limited in this process by the parameters defined in Policy 3013, Procedure 3013.1.

Students needing 12 or fewer credits to complete associate degree requirements are able to participate in commencement.

**Procedure 4013.2
Certificate Completion**

It is the students' responsibility to file an application for certificate completion. This application indicates intent to complete requirements during the final semester of enrollment in courses applicable for the certificate for which they are applying. Students completing or having completed certificate requirements will file an online certificate application in the semester in which they are registered for their final courses in their credential. A counselor or academic advisor will complete a graduation check confirming the type of certificate. Students completing a certificate program only are not eligible to participate in the commencement ceremony.

Students who have completed requirements and who apply for their certificate after their term of completion will be awarded their credential in the term they apply. Students are limited in this process by the parameters defined in Policy 3012, Procedure 3012.2.

Procedure 4013.3 Commencement

The executive vice president/provost shall be responsible for commencement activities. There is one commencement held each year and it may alternate between campus locations.

Students completing associate degree requirements are eligible to participate in commencement.

Students who have not completed the associate degree requirements but are within 12 credits of completion may participate in the commencement ceremony but will not receive a diploma, nor will the credential be posted to the student's transcript, until they have completed all degree requirements.

If the student intends to participate in commencement, the student must wear the appropriate graduation attire, which may be obtained at the college bookstore.

Procedure 4013.4 Credential Posting

Student Services will process students for credential completion and post degrees or certificates to the student's transcript only after the student submits a graduation application, final grades are posted, and all credential requirements have been met. Posting of credentials on student transcripts may take up to 45 days after these criteria are met. It is the students' responsibility to file for completion in a timely manner. A student's degree or certificate will not be backdated to previous terms of completion.

Regardless of whether or not a student participates in the commencement ceremony, a degree will not be granted until all requirements are met.