


PROCEDURE

Subject	Graduation Requirements Page 1 of 2	Number: 4.01.03
Source	Vice President, Student Affairs	Reference (Rule #) 6HX14-4.01
President's Approval/Date: 2/25/2014		

POLICY:

State College of Florida, Manatee – Sarasota (SCF) graduates students based upon meeting the criterion set forth below.

Students have the option of graduating under either the catalog in effect at the time they enter the College or the catalog in effect at the time they complete requirements for a degree, provided they maintain continuous enrollment for at least one credit per academic year. If continuous enrollment is broken, they must graduate under the catalog in effect when they reregister or the catalog in effect at the time they complete requirements for a degree.

The steps in the graduation process apply to all degree programs:

1. Students must apply for graduation through the Educational Records Office.
2. Students who are ready to graduate must submit an Application for Graduation by the prescribed application deadline as posted in the academic calendar. The application form must be completed and signed by the student. Applications are not accepted without payment of the graduation fee.
3. An overall and cumulative grade point average of 2.0 (C) must be achieved in the student's total credit program. The overall grade point average includes work completed at SCF and transferred and accepted from ~~at~~ previously attended institutions.
4. Twenty-five percent of the hours of course credit required for the degree must be completed at State College of Florida, Manatee - Sarasota.
5. All candidates eligible for the associate in arts, the associate in science, the bachelor of science, the bachelor of applied science degrees and certificate programs are encouraged to be present at graduation.

6. Students are reminded that regardless of their receipt of a degree from SCF, a “D” used to satisfy degree requirements might not transfer, and are subject to the regulations of the college or university where they plan to transfer following graduation.
7. All associate in arts students enrolled in any college for the first time after January 1, 1983, are required to complete six (6) semester hours of communications courses wherein 24,000 words total are written with a grade of “C” or better and are required to complete a minimum of six (6) semester hours of mathematics coursework with a grade of “C” or better in each course (State Board of Education Rule 6A-10.030, F.A.C.).
8. The Educational Records Office will review the student’s course requirements and notify the student in writing of the status of the degree completion requirements.
9. Following completion of all graduation requirements, the diploma and official transcript will be mailed to the student.

The college holds two commencement ceremonies for graduating students, a spring ceremony in May and a winter ceremony in December. Students who complete degree requirements for graduation during the summer will be officially graduated and the degree or certificate awarded at the end of the applicable summer term (Summer A B or C term). Summer graduates may participate in the following winter ceremony.