

## **DCTC Policy 3.17 Graduation**

### **Part 1. Policy Statement.**

A student will earn a certificate, diploma or an Associate's degree upon satisfactorily completing all requirements for graduation and complying with all applicable college policies, including that all Dakota County Technical College financial obligations are met.

### **Part 2. Policy Procedures**

#### **Subpart A. Graduation requirements.**

Students have four years to complete the graduation requirements published in the catalog under which they initially enrolled or in any subsequent catalog published during their enrollment. Students taking more than four years to complete graduation requirements at Dakota County Technical College must follow the curriculum in a catalog under which they were enrolled during the four-year period preceding their date of graduation. Students must file an Application for Graduation form with the Registrar's Office prior to registering for the semester in which they expect to complete their graduation requirements.

Students seeking a technical certificate are not required to meet with a counselor. Certificate students can obtain the Application for Certificate Completion form either online or from the Enrollment Center.

#### **Subpart B. Associate in Science and Associate in Applied Science requirements.**

Course and credit requirements for degree programs vary depending on the program. For specific requirements for all programs, please see program pages in the *College Catalog*. General graduation requirements for degree programs include:

1. Earn a minimum of 60 semester credits numbered 1000 or above with a minimum grade-point average (GPA) of 2.00. (Some degree programs require more than 60 credits)
2. Complete the career program and Liberal Arts Distribution requirements of the degree program.
3. Complete a minimum of 15 college-level credits at Dakota County Technical College.
4. Earn a minimum grade-point average (GPA) of 2.00 for Minnesota Transfer Curriculum (MnTC) courses if seeking an Associate of Applied Science and Associate of Science degree.

#### **Subpart C. Diploma/Certificate completion requirements.**

Course and credit requirements for diploma and certificates vary depending on the program. For specific requirements for all programs, please see program pages in the *College Catalog*.

#### **Subpart D. Use of credits for multiple degrees and certificates.**

In order to be awarded both the certificate and the degree, the student must apply to complete the certificate at least one semester prior to completing the corresponding associate degree. Students who apply for the certificate after earning the associate's degree will not be awarded

the certificate. Students interested in completing a certificate and its corresponding associate degree should consult with a counselor to create an appropriate educational plan.

**Subpart E. Commencement.**

A formal commencement ceremony is planned for the end of each spring semester. Invitations will be sent to all graduation applicants. Attendance is encouraged but not mandatory.

**Subpart F. Graduation with honors.**

Honors medallions are presented annually to graduating students who have attained a minimum of a 3.75 grade-point average for 20 or more grade-point credits earned while attending Dakota County Technical College. Students who graduate with honors will have "Honors" designated on their final transcript.

**Subpart G. Diplomas.**

Diplomas are ordered following a final, successful graduation requirement check conducted by the Office of Enrollment Services. Diplomas are ordered at the end of the fall, spring, and summer terms. Graduates should receive their diplomas 10 to 12 weeks from the end of the term.

**Related Documents:**

- Minnesota State Colleges and Universities Board Policy 3.36 and Procedure 3.36.1

**Responsible Administrator:** Associate Vice President of Student Affairs

**Policy History:**

Date of Adoption: 5/17/2017

Last Revision date: 4/17/2017

Date most recent policy revisions go into effect: 6/5/2017

**Date and subject of revisions:**

New policy written in 2016-2017. Policy Committee Review Fall 2016 through Spring 2017. Faculty Department Chairs review 11/30/2016. Academic Affairs and Standards Council review 12/6/2016. Faculty Shared Governance Council notification 1/18/2017. Comment period 3/22/2017 through 5/13/2017. Strategic Leadership Council approval 5/17/2017. Changed to new policy template.