

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. General education courses have an indefinite life span; however, there may be a restricted time frame on a specific general education course in a specific academic program. Technical credits have a lifespan of 5 years from the time the course was completed.

Students must file an Application for Graduation after registering for the semester in which they expect to complete their graduation requirements.

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 course requirements of the degree program.
3. Complete a minimum of 20 college-level credits at Dakota County Technical College.

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.

1. Earn required number of semester credits numbered 1000 or above with a minimum grade-point average (GPA) of 2.00.
2. Complete the course requirements of the diploma or certificate program.
3. Complete a minimum of one-third of required college-level credits at Dakota County Technical College.

Subpart D. Course substitutions

Course substitutions will be allowed when the resulting substitution is relevant to the course it replaces and maintains the integrity of the academic program. No more than 25% of the total credit hours required in a degree, diploma or certificate program may be substituted.

Subpart E. 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 an advisor 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 honors.

Students with a cumulative GPA of 3.5 – 3.99 in courses earned at DCTC will be awarded honors at graduation which is noted on their transcript and diploma. Student with a cumulative GPA of 4.0 in courses earned at DCTC will be awarded distinction at graduation which is noted on their transcript and diploma.

Subpart G. Diplomas.

Diplomas are generated following a final, successful graduation requirement check conducted by the Office of Student Affairs. Diplomas are generated 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: 02/18/2020

Date most recent policy revisions go into effect: 02/18/2020

Date and subject of revisions:

2020: Language added about technical credits expiring after 5 years. Added a max on course substitutions of 25% of a degree. Removed references to honor medallions.

2017: New policy. 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.