

Procedure Number: B600.00.50.01.HH

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Date Revised: December 2023

## **GRADUATION**

### **PURPOSE**

To establish standards and procedures relative to graduation from Rowan-Cabarrus with the Associate in Applied Science and the Transfer Associate degrees, or the vocational diploma and/or certificate, and the designation of graduation honors.

### **RESPONSIBILITIES**

1. The Director of Admission, Credit for Prior Learning and Assessment Centers will keep the cumulative permanent records which will be the official source for establishing eligibility of students for graduation.
2. The Credit for Prior Learning and Assessment Office determines graduation eligibility. Students who meet graduation requirements will be notified of their pending graduation status through their Rowan-Cabarrus email account.
3. Under the supervision of the Vice President of Student Services, the Director of Student Life & Leadership facilitates the selection of outstanding students to be denoted in the commencement ceremony program.
4. The Vice President of Student Services and the Chief Officer of Governance, Advancement and Community Relations are responsible for planning and carrying out the commencement ceremony through the assigned Graduation Committee Co-Chairs.
5. Students needing additional copies of degrees, diplomas or certificates are responsible for paying for each copy and submitting the request form per instructions noted below.

### **PROCEDURES**

#### **DEGREE AND DIPLOMA**

Rowan-Cabarrus confers the Associate in Applied Science degree to students who satisfactorily complete a two-year technical education program. Rowan-Cabarrus confers the Associate in Arts, Associate in Science, Associate in Engineering, or Associate in Fine Arts degrees to

students who satisfactorily complete the two-year Arts, Engineering, Fine Arts, Teacher Preparation or Science.

Programs. The diploma is awarded to students who satisfactorily complete a one-year vocational education program.

A student is scholastically eligible for graduation when the specific requirements of the College and department are satisfied, completed a minimum of 25 percent of the required hours at Rowan-Cabarrus, and has earned a cumulative grade-point average of at least 2.0 for those courses necessary to meet the program requirements.

It is the student's responsibility to ensure that all program and course requirements to earn their degree, diploma, and/or certificate are met. A student can remain in the initial catalog year as long as there is no break in enrollment. The student can be moved to a later catalog year if it is beneficial to the student. There is no time limit to finish a degree unless the program is no longer offered, in which case the student will be notified of the program's Teachout status.

Students continuously enrolled may graduate using the catalog under which initially enrolled or the current catalog. If a student wishes to enroll under the current catalog, the student must meet with their advisor to submit the request to change their catalog year. The Graduation and Credential Advisor and/or the Program Chair reviews the request to make sure the change is beneficial for the student and then the Graduation and Credential Advisor makes the change to the student's record. A student's record will be made inactive if they do not enroll for two consecutive terms (summer term excluded). If a student's record is made inactive, the catalog year will be updated based on the semester the student returns.

As per NCCCS State Board Code (1E SBCCC 200.2), colleges may withhold a student's academic credential and/or final transcript to a student with an outstanding balance for tuition or registration fees. For details on the release of transcripts, please refer to the Issuance of Curriculum Transcripts Procedure (B600.00.50.01. FF).

## **APPLICATION FOR DEGREE OR DIPLOMA**

Rowan-Cabarrus Community College does not have an application for graduation. The Credit for Prior Learning and Assessment Office determines graduation eligibility. Students who meet graduation eligibility requirements will receive a Graduation Eligibility Notification by email. Upon receiving the graduation eligibility notification from the Credit for Prior Learning and Assessment Office, students will be directed to complete the required Graduation Information form. Degrees, diplomas, and certificates are delivered four to six weeks after graduation is reflected on your transcript to the address provided by the student on the Graduation information form. Rowan-Cabarrus Community College contracts with a third-party vendor to provide both printed and digital award documents.

## **REQUEST FOR ADDITIONAL/REPLACEMENT DOCUMENTS**

Additional or replacement copies of degrees, diplomas, or certificates may be purchased by completing the request form and submitting this to the Rowan-Cabarrus Navigation Station either in person or by mail. The request form and payment verification will be submitted to the Credit for Prior Learning and Assessment Office for processing to be completed within 2 to 4 weeks.

## **GRADUATION WITH HONORS AND HIGH HONORS**

Students who earn a program grade-point average of 3.5 through 3.99 in their degree or diploma will graduate “With Honors.” Those students who earn a program 4.0 in their degree or diploma will graduate “With High Honors.” These designations are printed on degrees and diplomas. All courses required in the student program must be completed with a grade of “C” or higher to be eligible for honors. Grade point average is reviewed for completed courses and updated upon completion of final courses.

## **OUTSTANDING STUDENT AWARDS**

These awards are made to the graduates who have distinguished themselves by being most outstanding in terms of scholastic achievement, performance, and maturity of purpose during their program of instruction at Rowan-Cabarrus Community College. Outstanding students are nominated by faculty and/or invited based on a grade point average of 3.0 or above. A committee of faculty and staff review nomination materials, interview finalists, and select outstanding students. Outstanding students are denoted in the commencement ceremony program.

## **COMMENCEMENT CEREMONY**

The ceremony to award degrees, diplomas, and certificates is held once each year at the end of the spring semester. The specific date of the ceremony is listed in the Academic Calendar. Students completing requirements for graduation at the close of the fall semester can participate in the ceremony at the end of the next spring semester. Students completing requirements for graduation at the close of the summer semester can participate in the ceremony at the end of the next spring semester. The student’s permanent record (transcript) will show the actual semester of completion.

*Original (signed) procedure is on file in the*  
Rowan-Cabarrus Community College President’s Office  
Dr. Carol Spalding, President