

**Policy Type:** Student Services  
**Policy Title:** Graduation Criteria  
**Policy Number:** SS-22

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**Purpose:**

Provide information and procedures for students to apply for graduation; Degree or Certificate.

**Scope:**

All students, staff, faculty and administrators of Green River Community College.

**Definition:**

*Commencement Ceremony* –The annual ceremony when eligible students wear the graduation cap and gown in a ceremonial procession. Student participation is optional, and is not mandatory in order to graduate.

*Degree Exception Committee* – Chaired by the Director of Enrollment Services/Registrar, includes as members: the Executive Vice President, Director of the Career and Advising Center, an Instructional Dean, a Professional/Technical Dean, faculty selected by their divisions, and a Curriculum Development representative. The committee will review and vote on student requests for exception to specific degree requirements. (See Policy *SS-20, Degree Exception* for additional information.)

*Graduation* – Earning a degree or certificate in an educational program of study.

**Policy:**

Students should submit a Degree or Certificate application to Enrollment Services when they are at least one quarter from completing their program of study for a degree or certificate. Students may graduate at the end of any quarter.

To allow sufficient educational planning, the following application submission timeline is provided:

Intend to complete degree or certificate	Application due no later than
Fall	April 1
Winter	October 1
Spring	January 2
Summer	April 1

To be eligible for graduation, students must have accomplished the following:

- Completed all admissions requirements
- Earned a minimum grade point average of 2.0
- Complete 24 credits at Green River Community College (does not pertain to high school diploma or professional and technical certificate candidates.)
- Completed their last quarter at Green River Community College
- Filed a Degree or Certificate Application
- Completed all degree or certificate requirements as specified by the Green River Community College catalog.

Students may graduate using the degree or certificate requirements in effect during their first quarter of enrollment at Green River Community College for up to six (6) years. After six years, students need to meet the requirements listed in the current catalog. Students may petition the Degree Exception Committee with a 1) proof of continuous enrollment or 2) request for degree exception to be exempt from this policy. (See Policy *SS-20, Degree Exception* for additional information.)

One commencement ceremony is held at the end of the academic year in June. Students approved for graduation during the year are eligible to participate in the ceremony. Students who plan to complete their requirements during the following summer quarter may apply for graduation and participate in the ceremony. Participation in the commencement ceremony does *not* constitute graduation. Graduation occurs only after a student meets the above listed criteria.

Diplomas and certificates will be mailed to students one to two months after the end of the quarter in which they have completed their graduation requirements.

**Procedure:**

Graduation applications (Degree or Certificate) are located at Enrollment Services and at the college website <http://www.greenriver.edu>. Students need to submit applications to the Cashiers Office for further routing to Enrollment Services as follows:

- A separate application form must be submitted for each degree or certificate.
- Submit \$10.00 non-refundable application fee for each degree or certificate.
- Include a separate degree audit for each degree or certificate. Degree audits are located at <http://www.greenriver.edu>.

Applicants are notified in writing within two weeks of submission as to their degree or certificate completion status.

Upon completion of educational program, degrees or certificates are posted to student transcripts and the diplomas or certificates are mailed within one or two months.

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**Specific Authority:**

Green River Community College Board of Trustees

Green River Community College President's Staff

Green River Community College Instructional Council

Green River Community College Degree Exception Committee

**Law Implemented:**

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**History of Policy or Procedure**

Draft: October 10, 2006

Adopted: June 29, 2007

Revised:

Reviewed by:

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