PROCEDURE

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<td>Vice President of Educational and Student Services</td>
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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 in the Registrar Office at either campus before registering for the final term of expected graduation.

2. Students who are ready to graduate must submit an Application for Graduation by the prescribed application deadline during the term in which they plan to graduate as posted in the academic calendar and class schedule. 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 attempted 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 degree, the associate in science degree, and the associate in applied science degree are urged to be present at graduation.
6. Students are reminded that regardless of their receipt of the associate in arts degree, a “D” used to satisfy their degree requirements might not transfer, subject to the regulations of the college or university they plan to enter.

7. All students expecting to graduate from State College of Florida, Manatee – Sarasota with an associate in arts degree and intending to complete a bachelor’s degree at a university, must pass the CLAST unless they meet an exemption.

8. All associate in arts students enrolled in any college for the first time after January 1, 1983, are required to complete four to six 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 term hours of mathematics with a grade of “C” or better in each course (State Board of Education Rule 6A-10.030).

9. The Registrar Office will review the student’s course requirements and notify the student in writing of the status of the degree completion requirements.

10. 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 summer term.