



General Requirements for Graduation

Campus Procedure 570.0

Student Affairs

I. Purpose and Scope

The purpose of this procedure is to identify the minimum requirements for a student to be eligible to earn a certificate or degree. Through completion of this process, the student and his/her navigator)notifies the College of his/her completion of degree requirements and the intent to graduate.

II. Procedure

1. Students requesting consideration for graduation have the responsibility to inform their navigators of their intentions or complete the “Apply for Program Completion” process via Workday. The navigator will work with the student to complete and submit all documentation. High school concurrent students will work with their counselor and/or career coach to complete the graduation process. It is the responsibility of the student to have submitted transcripts necessary to receive transfer credit and to have completed the process to transcript credit by exam or prior learning experience before submitting these forms.
2. Students earning a certificate of proficiency in Certified Nursing Assistant and Phlebotomy will be graduated by the Registrar, or their designee, upon successful completion of the required class(es).
3. The Registrar, or their designee, will verify that students applying for graduation have met all requirements or are on schedule, upon successful completion of their final semester, to graduate.

III. Graduation Requirements

1. Associate degree and technical certificate candidates must successfully complete all academic coursework, including mandated developmental course work, with a minimum cumulative grade-point average of 2.00. Certificate of Proficiency candidates must successfully complete all program requirements with a minimum program GPA of 2.00.
2. Successful completion of the required number of credits and specific courses required.
3. Completion of a minimum of 25% of credit hours as a student at UACCB towards an Associate Degree (Associate of Arts, Associate of Science, or Associate of Applied Science), Technical Certificate, or Certificate of Proficiency.
4. Satisfaction of all financial responsibilities due the College.

Students have five years to complete the degree/technical certificate program requirements in the College Catalog under which they initially enroll. Students may not graduate under a catalog date before their initial enrollment. Students may petition the Vice Chancellor for Academics for permission to extend the maximum time period allowed for their graduation. This petition will only be approved in exceptional circumstances.

Participation in commencement exercises is not evidence of graduation.

IV. Graduation with Honors

For the purpose of determining graduation with honors, GPAs will be calculated based on all UACCB coursework. Honor students are recognized at commencement based on cumulative GPA through the last full semester (fall or spring) prior to semester of commencement. Certificates of Proficiency are not eligible for honors.

Graduation with honors is defined as follows:

- Students achieving a GPA of 3.50 to 3.74 will graduate cum laude;
- Student achieving a GPA of 3.75 to 3.89 will graduate magna cum laude; and
- Students achieving a GPA of 3.90 or above will graduate summa cum laude.

The Registrar, or their designee, may also use mid-term or interim grades to determine preliminary and/or additional potential of an honor completed.

V. Related Information

Campus Procedure 570.1, Commencement; Campus Procedure 570.2, Diplomas



General Requirements for Graduation
Campus Procedure 570.0
Student Affairs

This procedure was previously located in the UACCB Academic Procedures Manual (AP IV-2.0, General Requirements for Graduation).

VI. Revision History

Effective Date: May 28, 2010

Revised Date: May 27, 2011; April 19, 2021; June 19, 2024; November 11, 2024