



Operating Protocol & Procedure

Details:

Number: 308

Title: Graduation Requirements

Category: Students

Office of Primary Responsibility: Admissions & Records

Approval Date: 4/28/14

Effective Date: 4/28/14

Revised: 2/10/20

Purpose:

Identifies graduation requirements for undergraduate students.

Applicability:

Undergraduate students and faculty and staff advisors.

Definitions:

None

References:

None

Attachments:

None

Operating Protocol:

All candidates for Associate Degree, Bachelor of Applied Science (BAS), Bachelor of Science in Nursing (BSN), and Certificate conferral must meet specific program requirements for graduation. Graduation requirements, including academic recognition, are published in the Pueblo Community College Catalog (found on the PCC website). Students who remain continuously enrolled from date of entry to application for graduation are subject to the catalog requirements in effect at the time they declare their program of study unless a later catalog is adopted. Should enrollment be interrupted, students will be subject to the requirements of the catalog of record at the time of reentry to a program. Students who change programs are subject to the catalog requirements in effect at the time of the change.

Changes to program requirements are based on curriculum decisions approved through the PCC Curriculum Committee, the Colorado Community College System, and statewide approval authorities. Students are

subject to the program requirements in effect at the time they declare a program of study; however, in the event of changes to program requirements, students may opt to pursue the program of study under the new requirements. If changes to a program add additional class requirements to a program, in no case will students who previously declared or were accepted into a program prior to the changes be required to take the additional classes in order to be eligible for graduation.

To be considered for graduation, all course requirements must have been met with at least 15 credits of degree requirements or 25% of certificate requirements taken at PCC. For degrees, an overall cumulative 2.0 grade point average (GPA) is required; for certificates, a 2.0 GPA for all certificate courses is required. All major and degree- or certificate-related courses must be completed with a grade of “C” or better. Graduation honors are awarded to students who complete the requirements for associate degrees or BAS/BSN degrees and earn a 3.5 or better cumulative GPA (only college-level courses completed at PCC are included in the GPA calculation). The GPA earned at the end of the student’s most recent fall semester is used to determine eligibility for honors recognition at the commencement ceremony. Students must submit a Graduation Planning Sheet to the Records Office by posted deadlines in order to be eligible to participate in the annual Commencement Ceremony.

Procedure:

To be considered a candidate for graduation, students must complete the following steps:

1. Develop a graduation plan with an advisor. This should be an ongoing process; however, it should be finalized the semester prior to graduation.
2. Use DegreeCheck to verify that all transfer and/or prior learning credits have been posted to the academic record
3. File a Graduation Planning Sheet with the Admissions and Records Office by the posted deadline. The Graduation Planning Sheet is fully online and can be found on the myPCC Portal on the Student menu under the Student Records/Forms heading