

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

PETITION TO GRADUATE

Effective October 9, 2017

Procedure 5-08 (C)

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- (1) Students are responsible for completion of all requirements for graduation as specified in the Columbus State Community College Catalog. Each student has an academic or faculty advisor to assist with academic planning and to help assure that degree requirements are met. The final responsibility for completion of degree requirements rests upon the student. The college shall review degree audits on a regular basis and administratively graduate any student that has completed degree requirements.

- (2) The Petition to Graduate Form is available online. For Autumn Semester and Spring Semester Graduations, the fourth Friday of the semester is the deadline for the submission of the student's Petition to Graduate Form. For Summer Semester Graduation, the second Friday of the semester is the deadline for submission of the student's Petition to Graduate Form. All forms are electronically submitted by the student to Student Central.

Student graduation in the Summer Semester will not have a commencement in the summer, but will be invited to participate in the following Autumn Semester commencement ceremony.

A student who receives an administratively granted degree will receive notification per letter and may contact the college for the diploma.