

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

VERIFICATION OF GRADUATION REQUIREMENTS

Effective August 29, 2012

Procedure No. 5-08 (D)

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- (1) The Petition to Graduate form is available online. A student petitioning to graduate must meet with his/her appropriate faculty or academic advisor. The advisor and student review the degree audit for course requirements for the degree. The advisor indicates on the form any outstanding courses.
- (2) The Petition to Graduate form is signed by the advisor and student. The advisor or student returns the form to the Records and Registration Department.
- (3) The Graduation Coordinator enters it on the terminal and verifies the student's current schedule, degree requirements completed, required courses yet to be completed, and required grade point averages.
- (4) Students who do not meet the degree requirements are notified by mail. An updated Petition to Graduate form indicating the projected semester of graduation must be submitted by the student.
- (5) Students who have petitioned for graduation within the time frames specified in Procedure No. 5-08 (C) (2) and who are certified as having met all degree requirements receive their diplomas when all final grades have been verified.
- (6) A student has his/her diploma mailed to him/her at the address listed on the verification form.

Last Effective Dates: September 15, 2007; June 26, 2000