

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

VERIFICATION OF GRADUATION REQUIREMENTS

Effective October 9, 2017

Procedure 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 electronically submitted by the student to Student Central.
- (3) The Graduation Coordinator enters data from the form 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 electronically submitted by the student to Student Central.
- (5) Students who have petitioned for graduation within the time frames specified in Procedure 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.
- (7) A student who receives an administratively granted degree will receive notification per letter and may contact the college for the diploma.