

# GRADUATION REQUIREMENTS

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Students who believe they are eligible for graduation should meet with their Advisor for a preliminary degree check. The Advisor will determine whether or not the student is eligible to apply for graduation. Students must complete an application for graduation and submit the application to the Admissions and Records Office during the semester in which the degree is to be conferred. A certificate or degree will not be awarded unless the application for graduation is completed.

Before a certificate or degree will be conferred the student must have:

1. Completed all COM's entrance requirements.
2. Completed all course requirements for the certificate or degree being conferred with a minimum cumulative GPA of 2.0.
3. Completion of at least 25% of the credit hours toward any certificate or degree must be earned at COM; however, at least 50% of the required specialized courses for a certificate or AAS must be completed at COM.
4. Cleared all holds and financial obligations to COM.

## Graduation Ceremony

The graduation ceremony is held at the end of the spring and fall semester. Although participation is optional, graduates are encouraged to participate in the ceremony so faculty and staff may publicly express congratulations to each student for successfully achieving a certificate or degree. Honors braids and Highest Honors medallions will be awarded at graduation. If a graduate cannot attend, honors awards are available in the Admissions and Records Office upon request. GED graduates will also be recognized at the graduation ceremony. Some workforce programs may hold additional recognition ceremonies.

## Auto Awarding

Each semester, the Admissions and Records Office will review students' academic progress toward completion and will identify those who have met the graduation requirements for their program of study on record. Upon meeting the graduation requirements, the Admissions and Records Office will automatically award the degree or certificate and post the credential to the official transcript.