POLICY TITLE
Degree/Certificate Completion and Graduation Requirements

POLICY NUMBER
ASOM 4.25 (Formerly APPM 4.1)

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created October 1993/Revised Summer; 2010/Effective Spring 2011;
Revised/Effective May 2014; Revised August 2014/Effective August 2014; Revised
September 2014/Effective September 2014; Revised Summer 2018/Effective
Summer 2018/Revised February 2019/Revised April 2019/Effective Immediately

PURPOSE
The College's degree structures and standards for graduation identify program levels
which are recognized by the College and the process for receiving recognition for their
completion.

ORGANIZATIONAL SCOPE OR AUDIENCE
Students, faculty

DEFINITIONS
Accreditation: The act of granting approval to an institution of learning by an official
review board after the school has met specific requirements.

Active Academic Year: One of the three terms within the current academic year, which
includes fall-spring-summer terms in that order. For purposes of curricular changes and
effective curricula for students, the 2017-18 academic year includes Fall 2017, Spring

Residency Requirement: In order to obtain a degree or certificate, students must earn at
least 15 credit hours at Ivy Tech as a regular student in the chosen program of study and
not awarded through transfer of credit, test-out, or other means. In the case of
certificates that require less than 30 hours for completion, at least 50% of required
credits must be earned as a regular student in the chosen program of study and not
awarded through transfer, test-out, or other means. In the case where completion of a
degree results in receipt of a certificate, residency rules apply only to the credential with
the greatest number of required credits. Exceptions to this standard must “demonstrate
structures or practices that ensure coherence and quality to the degree. Consortial
arrangements are considered to be such structures”. (The Assumed Practices, retrieved
POLICY
1. The College will officially recognize, and honor with the conferring of degrees or certificates during graduation ceremonies, individuals who meet matriculation and graduation requirements for six formal instructional awards: the degree of Associate of Science (AS), the degree of Associate of Arts (AA), the degree of Associate of Applied Science (AAS), the degree of Associate of Fine Arts (AFA), the Associate of General Studies (AGS), the Technical Certificate (TC), and the Certificate (CT). The term of the identification and verification of all academic requirements will determine the term of the conferred degree. There are three official degree conferral dates: at the end of the fall, spring, and summer terms. The official census date for degree posting is 30 days after the end of the term, for the fall, spring, and summer terms. Students who complete, but remain in that program in the student information system after 30 days may have financial aid implications and should be advised of their options. There may also be campus compliance and/or audit findings related to late posting of completions.

2. For students who have attended more than one Ivy Tech Community College site, the degree will be awarded from the site where the student was last admitted.

3. Certification of graduation requirements for students seeking a Technical Certificate or Associate degree include:
   a. Successful completion of all courses within program certification requirements.
   b. A minimum cumulative grade point average of 2.000.
   c. Successful completion of the required number of credits.
   d. Meet the residency requirement.
   e. Satisfaction of program accreditation standards that may have additional requirements (i.e.: a grade of C or better in nursing courses).
   f. For students who have completed all graduation requirements except for financial obligations; degrees will be conferred but no transcript or diploma will be provided until those financial obligations are satisfied.
   g. For the TC in General Educational Transfer Core, a minimum 2.00 grade point average in the courses directly counting toward the credential is an additional requirement.

4. Certification of graduation requirements for students seeking a Certificate include:
   a. Successful completion of all courses within program certification requirements.
   b. A minimum cumulative grade point average of 2.000.
   c. Successful completion of the required number of credits.
   d. Meet the residency requirement.
   e. Satisfaction of program accreditation standards that may have additional requirements.
   f. For students who have completed all graduation requirements except for financial obligations; degrees will be conferred but no transcript or diploma will be provided until those financial obligations are satisfied.

5. Students may earn more than one associate’s degree or technical certificate by satisfying the requirements for each credential, and by completing a minimum of 15
additional credits for each degree or 9 additional credit for each technical certificate. The additional credits must apply to the additional degree or technical certificate and may not have been used to satisfy requirement for another degree or technical certificate. Additional degrees and technical certificates may be earned concurrently or consecutively.

Students may earn more than one certificate by satisfying the requirements for each certificate, with no additional credit hours required. Additional certificates may be earned concurrently or consecutively.

6. Certain programs do not contain enough curricular differences such that a student may earn both of them. For example, a student may not earn both the AA or AS in Liberal Arts and the Associate of General Studies.

7. This policy applies to all students, regardless of campus of attendance. Credit evaluations, including transfer credit, once made, will be in effect across the campuses. Re-evaluating graduation and/or transfer credit across campuses will not be allowed.

PROCEDURE
1. To participate in commencement a student must complete an application. However, a student who completes the requirements for a degree or technical certificate shall have that noted on his or her transcript.

2. Students’ graduation term is a conferral term within the active academic year.

3. Prior to ordering diplomas, outstanding fees will be checked. Students with outstanding fees will not receive a diploma until fees are satisfied.

4. There are a few associate degree programs which, by their design, do not have 15 credits different between them. If a student does not take additional coursework over and above what is required for both degrees, the student may not receive both degrees. An example is the Associate of General Studies and the Associate of Science in Liberal Arts. Students pursuing both degrees will need to take additional coursework to ensure there are 15 credit hours different between the two degrees.

REFERENCES
Program Completion

RESOURCE PERSON
Campus Vice Chancellor for Academic Affairs

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Appendix A

Streamlined Graduation Process

The Senior Leadership has endorsed the proposed streamlining of graduation processes at Ivy Tech. Effective with the Spring 2011 graduate applications, the following process will be in place.

1. Students apply for graduation using the application for graduation found on MyIvy. The online application for each term will be turned off a few weeks prior to the end of the term; students wishing to apply for graduation after the online application is no longer available may apply in person at the Registrar’s Office.

2. Upon receiving the application for graduation, the Registrar’s Office will run a degree audit for each student and will work with the Schools to rectify deficiencies and verify that the student meets graduation requirements.

3. The Registrar’s Office will notify those students who will be deficient and will not meet graduation requirements for the desired term.

4. At the end of the term, once grades have been posted, the Registrar’s Office will run the degree audit one last time for graduation candidates.

5. The Business Office will check for outstanding fees for the candidates.

6. If the audit is complete, the Registrar’s Office will post the degree in Banner. The list of awarded degrees for those students who do not owe fees is forwarded by the Registrar’s Office to the Jackson Group to print and mail diplomas.