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

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 summer-fall-spring terms in that order. For example, the 2012-2013 active
academic year includes Summer 2012, Fall 2012 and Spring 2013.

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 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
Institutions/assumed-practices.html)
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 dates for degree posting are February 1 for Fall graduates, July 1 for Spring graduates, and October 1 for Summer graduates.

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.

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 by satisfying the requirements for each degree, including completing a minimum of 15 additional credits for each degree. The 15 additional credits must apply to the additional degree and may not have been used to satisfy requirements in another degree. Additional degrees may be earned concurrently or consecutively. Students may earn more than one Technical Certificate by satisfying the requirements, including completing a minimum of 9 additional credit hours for each certificate. Students may earn more than one
Certificate by satisfying the requirements for each Certificate, with no additional credit hours required. Additional Technical Certificates and Certificates may be earned concurrently or consecutively.

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. If a degree is posted in a term other than the one in which coursework was completed, a notation is made on the transcript using the following format:
   [Program] [Degree] coursework completed [Term] [year]
   Example: Bookkeeping CT coursework completed Fall 2010

4. Students apply for graduation using the application for graduation found on Campus Connect. The online application for each term will be available when registration begins for the term and will be turned off at the end of the term. (See Appendix A)

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

REFERENCES
Program Completion
4.28 Graduation Ceremony http://www.ivytech.edu/policies/graduation-ceremony.pdf
Streamlined Graduation Process – Appendix A (attached)

RESOURCE PERSON
Regional Vice Chancellor for Academic Affairs
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 Campus Connect. 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.