

VERIFICATION OF GRADUATION REQUIREMENTS

PURPOSE

The purpose of this policy is to provide clear guidelines for students and College employees to observe a planned degree completion and ensure a timely graduation from Edison State Community College.

POLICY STATEMENT

Edison State's *Application for Graduation* 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 application any outstanding courses.

The *Application for Graduation* form is signed by the student and possibly an advisor. The application is returned to the Records and Registration Department. The Registrar's office verifies the student's current schedule, degree requirements completed, required courses yet to be completed, and required grade point averages. Students who are certified as having met all degree requirements receive their diplomas when all final grades have been verified.

A student has their diploma mailed to them at the address listed on the application form.

PERSONS AFFECTED

All Edison State Community College students.