

# GRADUATION REQUIREMENTS

## Catalog Requirements for Graduation

This catalog is effective summer semester 2024 through spring semester 2025. First-time students at CCD who are admitted during this period should use this catalog.

Continuing students who have not had a 12-month lapse in enrollment since first enrolling at CCD have the following "catalog of record" options for meeting their graduation requirements. A student may use the catalog in effect when the student

- is admitted to CCD;
- first registers at CCD;
- submits a Program of Study Change Request form;
- or applies for graduation.

Students cannot combine major requirements from multiple catalogs for graduation purposes. The catalog of record can be used for only six years for degree programs and three years for certificate programs. Students who do not maintain continuous enrollment (attend at least one term during each 12-month period) must be readmitted and are subject to the catalog in effect beginning with the term for which they are readmitted.

## Auto-Conferral

After census for the fall and spring terms, the Office of Registration and Records and the Academic Advising & Student Success Center will research records of students who are at 100% of degree or certificate requirements in –progress as displayed in Degree Works reporting. Graduation Applications will be submitted on each student's behalf if the student has not already submitted an application. Awards will be "automatically conferred" at the end of the term for those who successfully complete their degree or certificate requirements (grade of "C" or better in each course and for degrees a cumulative GPA of 2.0 or higher).

## Reverse Transfer

Reverse transfer allows students who have transferred from CCD to a Colorado four-year institution to combine credits from both institutions and apply them towards an associate degree. This can be done either by opting in to the Colorado Reverse Transfer program when notified by the four-year institution (students will only be eligible for the A.A., A.S. or A.G.S. degrees) or students may initiate this process by submitting their official transcript from a four-year institution along with a completed CCD graduation application to the Office of Registration and Records.

## Before You Can Graduate

Degrees and certificates will be granted during the semester in which the final requirements are completed. You need to apply for graduation by the published deadline.

## Check Your Progress Towards Graduation

### How to Use Degree Works

Degree Works is a web-based degree audit and advising tool that allows you to view requirements for all degrees and certificates and see how credits apply towards a selected degree plan.

1. Log into CCDConnect.
2. Click on the Degree Check icon.
  - The audit for officially declared program(s) will appear in a new window.
  - If you are pursuing multiple programs (i.e. a certificate and an associate degree), the desired program can be selected from the "program type" dropdown box at the top of the page.
  - **NOTE:** If you do not have a correct degree/certificate declared with the Office of Registration and Records, you may submit a Program of Study Change Request - <https://www.ccd.edu/docs/program-study-change-request>. Please allow 5-7 business days for processing and Degree Check to be updated.
3. Print the Degree Works audit by clicking "print" in the upper right corner of the page..

## What-If Audit

To see how your coursework will fit in another program of study, you can do a "What-If" audit by clicking on "What-If" under the box with your name.

1. Under the what-if "program type," select a degree option or click on "certificate" to choose any of the certificate options.
2. For "catalog year," select the year coursework was begun or the current academic year.
3. Select a specific "program" or "concentration," if applicable.
4. Click the "process what-if" button.

## Graduation Checklist

### Preparation Checklist

- You are encouraged to meet with your academic advisor to ensure certificate/degree requirements have been met.
- Apply for graduation electronically at [www.ccd.edu/GradApp](http://www.ccd.edu/GradApp)
- To request credit for previous college coursework, you must have all official transcripts sent to the Office of Registration and Records. Official transcripts must be submitted prior to the end of the semester of graduation. You must check your unofficial CCD transcripts to ensure the transfer credit has been applied to your records.
- Prior Learning Assessment Credit (PLAC) may be applied toward your degree or certificate only after formal processing and granting of credit. The PLAC evaluation must be completed prior to the end of the semester of graduation.
- Diplomas will be printed with the name currently on record with CCD's student information system. All requests for name changes must be submitted to Office of Registration and Records before or during the semester the graduation application is submitted.
- An incomplete grade will result in a denied graduation.
- If the graduation application is disapproved for any reason, you must reapply during the new semester of graduation. All application deadlines apply.
- Degree/certificates may be picked up from the Office of Registration and Records or will be mailed to you approximately eight weeks after the end of the term. Diplomas will be mailed to the address currently on record in CCDConnect. Be sure this information is kept up to date.
- Diplomas that are returned to CCD due to incorrect addresses will be held for one year, after which they will be destroyed.
- Duplicate copies of diplomas may be requested for \$25 each.

## Degree Requirements

All degrees have general education requirements that meet goals for general education, established by the Colorado State Board for Community Colleges and Occupational Education. For additional information, please visit the Colorado Community College System (CCCS.edu) website.

The diploma received at the time of graduation will list the degree only. The diploma will not list an area of emphasis unless majoring in an Associate of Applied Science, Associate of Arts Degree with major or Associate of Science Degree with major.

## Associate Degree Requirements

Associate degree applicants must meet all of the following requirements. The department chair and center dean may approve exceptions.

- Earn a cumulative grade point average of 2.0 — a C average — or better. All courses considered for graduation require a C or better. You should check with your department chair, center dean or academic advisor for information about these requirements, as some programs may have higher GPA requirements. Only the center dean may approve exceptions for the minimum grade earned towards a degree. If a grade lower than a C is approved, it may nullify certain transfer agreements and does not guarantee that it will be accepted at other institutions of higher education.
- Complete a minimum of 60-semester hours of credit in approved coursework.
- Complete a minimum of 15 credits at CCD within the selected program of study.
- Momentum Credit will apply toward degree requirements, but not toward guaranteed transfer or residency requirements.

- CCD Online and CCC Online (registration through CCD and CCD declared as the home institution) courses will be included in residency hours.
- To obtain a second degree from CCD, you must meet all degree requirements as well as complete 15 additional semester hours at CCD that apply towards the second program of study.
- No more than six semester hours of independent study coursework can be applied toward an associate degree program.
- Special topics credit hours may be limited when applied towards a degree. In individual cases, the limit is determined by the program area. You are responsible for consulting with your academic advisor before registering for special topics courses in order to determine how these credits apply toward a degree.
- Quarter-hour transfer credits will be converted to semester credit hours using the formula one quarter hour credit =  $\frac{2}{3}$  semester credit hour. Thus, a four-quarter-credit course becomes 2.7 semester credits. For the purpose of awarding a degree, CCD will allow up to a one-credit course substitution per course for this insufficient credit, as long as the course substitution is not being used for an Associate of Arts Degree with Designation or an Associate of Science Degree with Designation. If you have insufficient credit due to quarter-hour conversions, you must speak with your academic advisor to see if you qualify for a course substitution.

### Certificate Requirements

All CCD graduates for certificate programs must meet the following requirements. The program department chair and center dean may approve exceptions.

- Earn a C average or better in coursework included in the certificate program. All courses considered for graduation require a C grade or better unless otherwise approved. Check with the instructional center and academic advisor for information about the minimum GPA required for graduation as some certificates may have higher GPA requirements.
- Complete the specified requirements of an approved vocational/technical program.
- Complete a minimum of 25 percent of the selected program of study at CCD.
- If required by the program, complete the capstone course at CCD.
- CCD Online and CCC Online (registration through CCD and CCD declared as the home institution) courses will be included in residency hours.
- Quarter-hour transfer credits will be converted to semester credit hours using the formula one-quarter-hour credit =  $\frac{2}{3}$  semester credit hour. Thus a four-quarter-credit course becomes 2.7 semester credits. For the purpose of awarding a certificate, CCD will allow up to a one-credit course substitution per course for this insufficient credit. If you have insufficient credit due to quarter-hour conversions, you must speak with your academic advisor to see if you qualify for a course substitution.