GRADUATION PACKET

VOLUNTEER STATE Community College

Application Deadlines:

Applications received by the **priority deadline** will be processed in the order received. A preliminary graduation audit by the Graduation Staff will be completed on applications received by the priority deadline.

Graduating Semester	Priority Deadline	Final Deadline
Spring	October 31st	February 1st
Summer	March 15th	June 1st
Fall	April 30th	September 1st

Students applying to graduate after the priority deadline must submit their Graduation Application no later than the **final deadline** in order to be considered for the term of application. Applications received after the final deadline will be filed for the following term. Applicants must review all graduation requirements in the appropriate College Catalog for their program, check progress using DegreeWorks in the online student portal, and work closely with their advisor to ensure all requirements will be met in their anticipated graduation term.

How to Apply to Graduate and Next Steps:

Please note that it is the responsibility of each student, with guidance from the advisor, to ensure all necessary requirements have been met for program completion. Closely review all graduation requirements before submitting the Graduation Application to the Office of Records & Registration.

1. Request an advisor initiate the electronic Graduation Application that can be electronically signed within the student email account <u>or</u> follow the steps below to complete the paper form.
2. Advisor and student together fill out "Section A" of the Graduation Application.
    - If a student wishes to apply to graduate with a different major than what is on their account, they must submit a Major Change form (accessible in the Student Forms folder in their My Vol Sate portal).
3. Advisor fills out "Section B" of the Graduation Application while advising student of courses and any other requirements remaining to complete the program. Both student and Advisor sign the Graduation Application below "Section B". (The approval of course substitutions must be submitted to the Office of Records & Registration prior to, but no later than, the day the student submits the Graduation Application.)
4. Submit the signed Graduation Application to the Office of Records & Registration **by the above deadlines**.
5. Refer to the next page of this packet for the Prospective Graduate Checklist and Graduation Exit Exams Checklist, which lists additional graduation requirements that must be completed prior to graduating.
6. Follow progress toward completion of program using DegreeWorks audit in the Vol State Portal.
7. Students are responsible for notifying the Office of Records & Registration of any change(s) in graduation status to include a change of program or anticipated graduation term.
8. **Regularly** check student email account for important graduation and commencement information.

Commencement Information:

Vol State conducts two commencement ceremonies each year, at the end of the Fall and Spring semesters. Summer graduates participate in the following Fall ceremony. Participation in Commencement is optional, but strongly encouraged. Participating in the ceremony in no way confirms completion of requirements or official graduation. All program requirements must be completed before the credential can be posted to the student's transcript or a diploma awarded.

Due to the timing of grade entry at the end of each term, graduation honors to be included in the ceremony and on transcripts for degree seeking students are calculated based on the student's previous term GPA. All college level courses, including transfer work, will be included in calculating honors.

Student names will appear in the Commencement program as listed in our system. If a student has had a name change, a Change of Student Information form along with official documentation must be submitted to the Office of Records & Registration

PROSPECTIVE GRADUATE CHECKLIST

_____ Complete all course requirements for program of study.

_____ Take Exit Exam(s). [Refer to Graduation Exit Exams checklist below.]

_____ Have a minimum VSCC GPA of 2.0 for degrees with the exception of Associate of Science in Teaching degrees, which require a minimum VSCC GPA of 2.75. Certificate students must have a minimum GPA of 2.0 in their program's certificate hours to graduate.

_____ Students that have graduated with or are pursing multiple degrees or certificates at Vol State must inform the advisor of this while completing the Graduation App. Students and advisors should refer to the College Graduation: Second and Subsequent Credentials section of the current Catalog regarding the policy on multiple credentials including the residency requirement. Residency hours for multiple credentials are not verified in Degree Works and should be calculated manually by the student and advisor.

_____ Visit https://www.volstate.edu/graduation/diploma for diploma distribution details and deadlines to confirm mailing address, diploma name, and hold status.

_____ Visit the Commencement page online at http://volstate.edu/Graduation for important deadlines. Vol State conducts two commencement ceremonies each year, at the end of the Fall and Spring semesters. Summer graduates participate in the following Fall ceremony. Participation in Commencement is optional, but strongly encouraged. Participating in the ceremony in no way confirms completion of requirements or official graduation. All program requirements must be completed before the credential can be posted to the student's transcript or a diploma awarded.

_____ Any applicant that received a student loan must complete the online **Student Loan Exit Interview** (https://studentaid.gov/exit-counseling/).

_____ Pay all financial obligations to the College including parking tickets and overdue fees.

_____ Visit http://volstate.edu/Graduation/ for additional information such as honors, transfer scholarships, etc.

GRADUATION EXIT EXAMS

_____ **ALL degree applicants** must take the ETS Proficiency Profile. (Students receiving a certificate are not required to take this exam.) For information on how to schedule an appointment, please visit the Testing Center website (www.volstate.edu/testing).

_____ **All AAS Computer Information Technology (CIT), Criminal Justice, Entertainment Media, and Mechatronics applicants** must take an additional exit exam in their field of study. For information on how to schedule an appointment for the exam, please visit the Testing Center website (www.volstate.edu/testing).

_____ **All Associate of Science in Teaching applicants** must have a minimum ACT Composite of 21 OR pass the Praxis exams. AST students must also submit 3 Disposition Assessments with satisfactory ratings. (Forms are available under the Links menu at the top of the student's Degree Works audit.) The Praxis is not offered through the Vol State Testing Center; students must schedule this exam through a testing facility off campus (additional information is online at http://www.ets.org/praxis).

*** Check your student email account for information from the Graduation Staff regarding graduation reminders and commencement ceremony deadlines. **

GRADUATION APPLICATION

VOLUNTEER STATE *Community College*

Section A: For Student and Advisor ☐ Please check here if you DO NOT want your name to appear in the Commencement Program.

Student ID: _____ Student Full Legal Name: _____

First   Middle   Last

Email Address: _____ Phone Number: (_____) _____

Area Code

For: __ Technical Certificate   Anticipated Graduation: _____ _____
__ Associate of Applied Science   Semester   Year
__ Associate of Arts
__ Associate of Fine Arts
__ Associate of Science   _____ _____
__ Associate of Science in Teaching   Exact Catalog Program Name*   Catalog Year

* By signing below, the student is authorizing the College to change the degree program on file to match the degree program listed above.

Section B: For Advisor

Other Requirements/Exams: | Graduation Staff verify completion |

Fall Semester   20__   Spring Semester 20__   Summer Semester 20__
Course   Credit Hrs.   Course   Credit Hrs.   Course   Credit Hrs.

☐ ETS Proficiency Profile   _____
☐ CIT Exam   _____
☐ Criminal Justice Exam   _____
☐ Entertainment Media Exam   _____
☐ Mechatronics Exam   _____
☐ Praxis Core or ACT > 20   _____
☐ 3 Disposition Assessments   _____
☐ GPA = > 2.0 (AST =>2.75)   _____

25% VSCC hours toward program   _____
Final GPA   _____
Multiple Credentials (See Note Below)   _____

☐ Please check here if all course requirements will be met once currently enrolled courses are complete.

IMPORTANT: Review the College Graduation section of the current Catalog for details regarding graduating with multiple credentials. Residency hours for multiple credentials are not verified in Degree Works and should be calculated manually by the student and advisor.

_____   _____   _____   _____
Student*   Date   Advisor*   Date

*By signing above, both the advisor and student confirm they reviewed the student's graduation requirements via Degree Works.

Section C: For Graduation Staff _____

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Section D: SIGNATURES

_____   _____   _____   _____
Graduation Staff   Date   Registrar   Date