Degree Requirements and Graduation Policies

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**Intent to Graduate**

Please read Degree Requirements on back side of form.

Complete this form the semester before your expected graduation.

There is a non-refundable graduation fee of $100. Fees will be charged to your student account or may be paid in person in the Business Office. A receipt must be submitted in order to pick up your cap and gown. Student must be in good standing with the Business Office in order to receive a diploma or official transcript. **Students are strongly urged to attend graduation ceremonies!**

Section I - Students

|  |  |
| --- | --- |
| Full Name as wanted on Diploma | ID # |
| Current Mailing Address (for diploma mailing) | Country |
| City | State | Zip/Postal Code | Province (Canada Only) |
| Hometown and State (for Commencement Program) | Height and Weight (for cap and gown ordered by the Registrar’s Office)Ht \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Degree Expected Term:**

Your degree expected term is the term in which you expect to complete your degree requirements. You must declare this term with the Registrar’s Office in order to receive a final degree audit.

 **Your Degree Expected Term: Year \_\_\_\_\_\_\_\_\_\_\_ Bachelor of Art Bachelor of Science**

Fall [[1]](#footnote-1)\* Interterm Spring Summer

**Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have read and understand the provisions for declaration of candidacy.**

**Do you plan on participating in graduation ceremonies? Yes No**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Section II – Registrar’s Office Only

Degree Audit and Evaluation Complete:

Graduation Fee Paid \_\_\_\_\_\_\_\_\_\_\_ VPAA Forms turned in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cap and Gown ordered: \_\_\_\_\_\_\_\_\_\_\_\_ Date Cap and Gown picked up: \_\_\_\_\_\_\_\_\_\_\_\_\_

Graduation Date entered on Transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Diploma mailed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Degree Requirements and Graduation Policies

**Full responsibility for knowing all graduation policies, fulfilling all degree requirements and applying for graduation at the appropriate time rests with the student.**

Please read and become familiar with the Baccalaureate Degree Requirements listed in the Academic Catalog. Depending on your catalog, they are found at about page 40. Education and Athletic Training majors need to refer to their departmental handbook for other specific requirements, including major and cumulative GPAs. Each candidate for a degree is responsible for meeting all requirements for graduation and applying at the appropriate time. If there are degree deficiencies, there must be an approved, written plan in place to resolve these issues.

**BACCALAUREATE DEGREE REQUIREMENTS**

**Sterling College grants the degrees of Bachelor of Arts and Bachelor of Science. All candidates for the baccalaureate degree must meet the following requirements:**

* **Requirements for Participation in Ceremonies**
1. Candidates must complete the *Intent to Graduate* form **at the Registrar’s Office** to declare their desire to graduate.
2. Students intending to graduate at the completion of Fall Semester or Interterm must declare by the end of the preceding Spring semester.

Students intending to graduate upon completion of Spring semester or Summer term must declare by the end of the preceding Fall semester;

 3. Candidates must be recommended by the faculty and approved by the board of trustees;

* Students must be in good standing with Student Life, Financial Aid and Business Offices
* Students must complete all financial aid exit counseling before receiving their diploma

 4. Candidates must have completed 124 credit hours (no more than 65 credit hours from a two-year college), with a cumulative GPA of 2.00. A cumulative GPA of 2.50 is required for education licensure;

 5. Candidates must have completed at least 24 of their last 30 credit hours at Sterling College;

 6. A minimum of six credits in a student’s major must be taken at Sterling College; a minimum of three credits in a minor must be taken at Sterling College;

 7. Candidates must have fulfilled the general education requirements, including the **chapel and convocation** requirement;

* Any chapel deficiencies must be resolved with the chapel office by the semester prior to graduation; and the chapel/convocation requirement must be complete by the posting of grades for that semester.

 8. Candidates must have fulfilled the requirements for all declared majors including professional licensure and certification requirements, and must have attained a minimum grade point average of 2.50 in their declared majors and minors. Education students must have a minimum GPA of 2.75 in both major and licensure requirements;

* The annual baccalaureate and commencement ceremonies are held at the end of the spring term each year. Students who will have all of their degree and licensure requirements completed by the end of August (prior to the start of the new academic year) may participate in the spring ceremony. No more than six remaining credit hours may be pending. Students must be registered in approved summer transfer work in order to qualify for participation in commencement
* All outstanding incomplete grades, internships, and directed studies must be completed by the time final grades are due for the student’s final semester.
* All completed transfer, correspondence, or online work must be submitted to the Registrar by official transcript at least six weeks prior to graduation. If transfer work, during the final semester, is pending, proof of enrollment must be submitted.
* For students in education licensure programs: all professional studies requirements, including clinical (student) teaching, must be completed prior to participation in the graduation ceremony.
* Students must attain the major and cumulative GPA requirements as stated in the academic catalog, by the posting of final grades for Spring Semester.

 9. Candidates must complete testing required for institutional assessment in both general education and the major upon recommendation of the Assessment Committee.

**Degree Requirements Exemption**

In order to receive exemption from any degree requirement a student must file a written petition with the Vice President for Academic Affairs (VPAA). The student’s major advisor should also make a recommendation to the VPAA. Final authority rests with the VPAA working with the Academic Affairs Committee.

1. \*Students who complete their work at the end of Fall Semester will not receive their diplomas or participate in the ceremony until the following spring commencement; however, the fall graduation date will be posted to their transcript. [↑](#footnote-ref-1)