

Application for Graduation

Purpose:

The purpose of this policy is to describe the College's procedures for students to apply for graduation.

Background:

The College's practices in this area were reviewed by the Academic Senate in Spring 2002. The Senate's recommendations were submitted on April 15, 2002. The procedures were reviewed and additional information provided by student services staff in Spring 2003.

Procedures:

An application for graduation from any of the certificate or degree programs offered by the College is available at the Admissions and Records Office. Once completed, it should be submitted to the Business Office for processing by the deadline specified in the HawCC Academic Calendar.

A non-refundable graduation fee of \$15.00 is payable at the time a student submits an application for graduation.

A separate graduation application and fee are required for each degree or certificate being completed. Students applying for an Associate of Arts, Associate in Applied Science, Associate in Science, and Certificate of Achievement may also purchase a Hawaiian language diploma in addition to, not an alternative for, the English language diploma for an additional \$15.00.

If the student does not graduate that semester, the application can be transferred to ANOTHER semester. However, another application for graduation must be submitted along with proof of prior payment by the published deadline for that semester. If there is an increase in the fee, the student will be charged the difference.

Graduation ceremonies are conducted only during the Spring semester; however, the previous Fall semester graduates are eligible and are invited to participate in the ceremonies. Students should keep in mind that final course grades are due *after* the graduation ceremonies. Therefore, participation in the graduation ceremonies does not guarantee a student has officially completed his/her program requirements.

¹ Supercedes Haw 5.607, June 10, 2002 and June 3, 2003
Revised Policy issued by Rockne Freitas, Chancellor

HAW 5.701: Application for Graduation

- *Rationale behind the EPC's revisions:* This document is obsolete and is replaced by the language reflected in the HawCC catalogue, describing “Awarding of Degrees and Certificates”. This wording needs to be formatted into policy. Ellen Okuma previously formatted policy docs. Who does this now?