

GRADUATION POLICY AND PROCEDURE



GRADUATION POLICY

Graduation Requirements:

1. A student will earn a certificate, diploma, or AAS degree upon satisfactorily completing all requirements for graduation and complying with all applicable policies of the college, including that all financial obligations to the College are met.
2. **All Anoka Technical College students must complete Basic Math, Basic English, and Reading Skills before receiving a diploma or an Associate of Applied Science degree if the New Student Assessment scores do not exempt the student from taking these courses.**
3. Students who do not meet graduation requirements will be notified by letter. Students must reapply for graduation after meeting the requirements. Students pay the graduation fee only once.
4. Students will graduate at the end of the term in which they complete all course requirements. Appeals to this policy must be brought to the Vice President for Academic and Student Affairs.
5. When the student completes all the requirements for graduation and is awarded a certificate/diploma/degree, he/she will receive two copies of the complete official transcript at no charge. Additional copies of official transcripts may be obtained for a fee by submitting a written request to the Records and Registration Office. Students may obtain a Transcript Release Form from the Records and Registration Office or by accessing www.anokatech.edu. Transcripts cannot be released until all financial obligations to ATC are met.
6. Honor students who achieve a cumulative GPA of at least 3.5 by the last semester completed prior to graduation will be recognized at the graduation ceremony. This does not include their final semester grades.
7. To receive a degree from Anoka Technical College, students must earn 20 of their last 30 degree semester (or quarter equivalent) credits through enrollment in Anoka Technical College courses. Students may transfer in a maximum of 10 credits for courses with a grade of C or higher.

Partial Completion

It is the policy of the college that students who do not complete the required number of credits for a certificate, diploma or AAS degree shall receive a transcript. The transcript shall include the completed credits for completed courses.

GRADUATION PROCEDURE

1. Each student must apply to graduate from Anoka Technical College. The graduation application is available in the Records and Registration Office and online at www.anokatech.edu. Students must return the graduation application and related graduation processing fee to the Records and Registration Office prior to the student's registration for his/her final semester.
2. The advisor will review the student's progress to ensure graduation requirements are met prior to signing the graduation application. The Records and Registration Office will review the transcript to ensure the student has met the graduation requirements before issuing the certificate, diploma or A.A.S. degree. If the application for graduation is not approved, an appeal may be filed with the Vice President for Academic and Student Affairs.

3. Students must maintain a cumulative 2.0 G.P.A. to be eligible for a certificate, diploma, or A.A.S. degree. **Note, Program majors may require a minimum of a "C" in technical courses only or in all courses required by the program plan.**
4. Formal graduation ceremonies are in December and in May. Students who participate in the graduation ceremony are required to order and wear a cap and gown.
5. Deadlines for ordering caps and gowns will be determined each semester. If these deadlines are not met, a cap and gown will not be ordered and the graduate will not participate in the graduation ceremony. Letters are sent to students informing them of the deadlines. Instructors are notified of the deadlines through e-mail.
6. Graduation announcements are available from the Academic and Student Affairs Office approximately three weeks before the graduation ceremonies.
7. Graduates who achieve a cumulative GPA of 4.0 by the last semester completed prior to graduation will be identified in the graduation program with an emphasis mark (●) prior to their names. Graduates who achieve an overall GP of 3.5-3.99 by the last semester completed prior to graduation will be identified with an asterisk (*). The GPA calculations do not include the final semester grades.
8. Certificates, degrees, diplomas, and transcripts will be mailed approximately four weeks after graduation.