



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3250 Requirements for Graduation
Origination: 03-21-2019
Approved: 04-12-2019
Effective: 04-12-2019
Reviewed:
Last Updated:

Subject: Requirements for Graduation

1. PURPOSE

This policy statement establishes requirements for graduation from credit-bearing programs of study at Northern Pennsylvania Regional College (NPRC or the College).

2. SCOPE AND APPLICABILITY

This policy is applicable to all degree-seeking students enrolled in credit-bearing programs of study at Northern Pennsylvania Regional College.

3. REFERENCES

- 3.1 INDX-0010 Master Policy Index
- 3.2 NPRC-3220 Standards of Academic Progress for Students
- 3.3 NPRC-3245 Assignment and Use of Grades

4. DEFINITIONS

- 4.1 Grade Point Average (GPA) is an indication of a student's academic achievement and is calculated as the total number of quality points received over a given period divided by the total number of credits awarded. The result shall be rounded to the nearest hundredth.
- 4.2 Quality points are the cumulative points used to calculate GPA. Quality points are assigned as follows: Four points for each credit of A; three points for each credit of B; two points for each credit of C; one point for each credit of D; and zero points for each credit of F. Quality points are not assigned to any other grade designations.
- 4.3 Academic Forgiveness is a provision by which a student who has not been enrolled on a full-time or part-time basis in credit-bearing courses at any post-secondary institution for two or more consecutive years may be granted approval for some or all

grades of D and/or F earned prior to the period of non-enrollment to be disregarded in calculating the student's overall institutional GPA for graduation only.

- 4.4 Graduation with Honors refers to recognition for overall academic achievement in the completion of the requirements for an associate degree or a certificate of 30 or more credit hours.

5. POLICY

- 5.1 In accordance with NPRC-3220 Standards of Academic Progress for Students, degree-seeking students of NPRC must earn a cumulative grade point average of 2.00 or better for successful completion of a Certificate, an Associate of Arts, an Associate of Science, or an Associate of Applied Science.
- 5.2 To meet the requirements for graduation with a Certificate, an Associate of Arts, an Associate of Science, or an Associate of Applied Science, degree-seeking students must meet the criteria provided by this policy statement and that of NPRC-3245 Assignment and Use of Grades.
- 5.3 In alignment with NPRC-3245 Assignment and Use of Grades, to be awarded a degree or a certificate, a student must
 - 5.3.1 Successfully complete all coursework required for the degree or certificate sought;
 - 5.3.2 Earn an overall institutional GPA of 2.00 or higher;
 - 5.3.3 Earn at least 25% of the credit hours required for completion of a certificate or degree through enrollment in NPRC coursework;
 - 5.3.4 Meet any additional specific program requirements provided upon acceptance into a program with selective admission including, but not limited to, achievement of minimum grades in specified courses, achievement of minimum scores on specified assessments, and demonstration of minimum acceptable performance for specified tasks; and
 - 5.3.5 Submit a completed application for graduation to the Office of the Registrar prior to the published deadline.
- 5.4 In addition to the criteria of 5.3, release of a diploma or transcript requires that the recipient have no outstanding financial obligations to the College.

- 5.5 Degree-seeking students who apply for graduation with Certificate, Associate of Arts, Associate of Science, or Associate of Applied Science are eligible to participate in the next available graduation ceremony provided all requirements for graduation have been met, or remaining unmet requirements include only courses in progress and awaiting posting of final grades.
- 5.6 To be awarded a status of graduation with honors, a student who meets all eligibility requirements for graduation with a degree or certificate must also earn an overall institutional GPA of 3.00 or higher and have earned at least 50% of the credit hours required for the certificate or degree sought through enrollment in NPRC coursework.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Students are responsible for monitoring their progress toward graduation; seeking assistance and advice from the instructors of their courses and from their assigned Student Success Specialist as needed; and submitting application for graduation in compliance with published deadlines.
- 6.2 Student Success Specialists are responsible for monitoring the progress toward graduation of their assigned students and providing guidance and support as necessary to maximize the student's potential for success and degree or certificate completion per the student's established goals.
- 6.3 The Dean of Curriculum and Instruction or designee is responsible for evaluating graduation applications for eligibility for graduation with a degree or a certificate in cooperation with the Registrar or designee.
- 6.4 The Office of the Registrar is responsible for the following:
 - 6.4.1 Ensuring the graduation application deadline is published on the College's website;
 - 6.4.2 Evaluating graduation applications for eligibility in cooperation with the Dean of Curriculum and Instruction;
 - 6.4.3 Notifying students of their application's status including any outstanding requirements for degree or certificate completion;
 - 6.4.4 Providing a list of candidates for graduation to appropriate personnel; and
 - 6.4.5 Providing the list of students to be designated as graduating with honors to appropriate personnel for recognition.

6.5 The Vice President for Academic and Student Affairs is responsible for establishing and communicating deadlines for the submission and review of graduation applications, the finalization of the list of candidates for graduation, and oversight of this policy.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or the President’s designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the Office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President’s designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

_____	_____
Chair, Board of Trustees	Date

Signature on file

_____	_____
President	Date

Attachments: None

Distribution: Board of Trustees: <https://regionalcollegepa.org>

Revision Notes: Policy in Origination