



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3250 Completion of Academic Programs

Origination: 03-21-2019

Approved: 05-08-2020

Effective: 05-08-2020

Reviewed:

Last Updated:

Subject: Completion of Academic Programs

1. PURPOSE

This policy statement establishes requirements for the completion of academic programs.

2. SCOPE AND APPLICABILITY

This policy is applicable to students in any academic program.

3. REFERENCES - None

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 Graduation with Honors refers to recognition for overall academic achievement in the completion of the requirements for an associate degree.

5. POLICY

5.1 To successfully complete a credential, certificate or associate degree students must

5.1.1 Successfully complete all coursework and meet all program requirements for the degree or certificate;

5.1.2 Earn an overall institutional GPA of 2.00 or higher; and

5.1.3 Earn at least 25% of the credit hours required for completion of a certificate or degree through enrollment in NPRC coursework.

5.2 Diplomas and transcripts may be released when the recipient has no outstanding financial obligations to the College.

- 5.3 Students completing associate degrees 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 that await posting of final grades. Students must submit a completed application for graduation to the Office of the Registrar prior to the published deadline.
- 5.4 To graduate with honors, a student completing associate degrees must earn an overall institutional GPA of 3.00 or higher and have earned at least 50% of the required credit hours through enrollment in NPRC coursework.

6. RESPONSIBILITIES AND TIMELINES

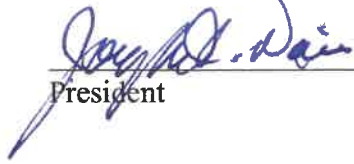
- 6.1 Students are responsible for monitoring their progress toward graduation; seeking assistance and advice from the instructors of their courses and from their assigned Student Success Specialist as needed; and submitting their application for graduation by the published deadline.
- 6.2 The Dean of Curriculum and Instruction or designee is responsible for evaluating transcripts to ensure students have met all requirements for their planned degree, certificate or credential in cooperation with the Registrar or designee.
- 6.3 For associate degree programs, the Office of the Registrar is responsible for the following:
 - 6.3.1 Establishing the graduation application deadline and ensuring its publication on the College's website;
 - 6.3.2 Evaluating graduation applications for eligibility in cooperation with the Dean of Curriculum and Instruction;
 - 6.3.3 Notifying students of their application's status including any outstanding requirements for degree completion;
 - 6.3.4 Providing a list of candidates for graduation to appropriate personnel; and
 - 6.3.5 Providing the list of students who have achieved graduation with honors to appropriate personnel for recognition.
- 6.4 The Vice President of Academic and Student Affairs is responsible for oversight of this policy.

7. SIGNATURES

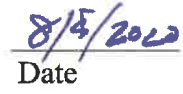

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Chair, Board of Trustees

Date



President



Date