



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3250: Academic Program Completion
Requirements for Students
Origination: 03/21/2019
Approved: 05/07/2020
Effective: 05/07/2020
Reviewed: 06/30/2021
Last Updated: 07/09/2021

Subject: Academic Program Completion Requirements for Students

1. PURPOSE

This policy statement establishes requirements for academic programs.

2. SCOPE AND APPLICABILITY

This policy is applicable to all academic programs of study and enrolled students.

3. REFERENCES

3.1 NPRC-3220: Standards of Academic Progress

3.2 NPRC-3245: Assignment and Use of Grades

4. DEFINITIONS

4.1 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 certificate, associate degree, or other academic credential, students must

5.1.1 Successfully complete all coursework and program requirements for the associate degree, certificate, or other academic credential as outlined in the applicable academic catalog;

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 degree, certificate, or other credential 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 or certificates 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 an associate degree 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 courses.

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 or other advisor as needed, and submitting their application for graduation to the Office of the Registrar by the published deadline.
- 6.2 The Dean of Curriculum and Instruction and Registrar, or their designee(s), are responsible for evaluating transcripts to ensure students have met all requirements for their planned degree, certificate, or other academic credential.
- 6.3 For associate degree or certificate 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 or certificate 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 administration of this policy.

7. REVIEW

This policy shall be reviewed on a regular basis in accordance with College’s policy regarding policy review and amendment.

8. SIGNATURES

Signature on file

_____	_____
Chair, Board of Trustees	Date
<i>Signature on file</i>	
_____	_____
President	Date