

DIN 3800-1-01
Title of Policy Graduation

Policy:

Northwest Technical College grants certificates, diplomas, Associate in Applied Science degrees, and Associate in Science degrees for completion of program majors in accordance with all requirements listed below:

- minimum cumulative GPA of 2.0.
- all coursework required for the program major(s) successfully completed according to criteria established by the College. NOTE: Programs may have additional graduation requirements. These requirements are published and available from program faculty and advisors. Any additional requirements for graduation are specifically outlined for each program major. It is the learner’s responsibility to understand and meet graduation requirements.
- Application for Degree completed and submitted one semester prior to graduation.

Learners must be approved for graduation by the Registrar. The actual graduation date will be within the semester in which all course work, transfer credits and related materials required for program completion are finalized.

Graduation Appeals

Appeals pertaining to graduation requirements must be submitted on the College’s Appeals and Grievance form the semester prior to graduation. The appeals will be reviewed by the campus Academic Appeals Committee and by the Dean.

Commencement

The College’s Commencement ceremony is held at the end of spring semester. In order to qualify for participation in the ceremony, a learner must have no more than 12 credits left to complete in his or her program, be in good academic and financial standing, and be able to complete all remaining courses for his or her program by the following September 1. Learners must have an Application for Degree on file with the Registrar. Learners who have a cumulative GPA of 3.5 or higher at the beginning of their final spring semester of enrollment prior to commencement in their year of graduation will be designated in the commencement program as graduating with honors. Honors graduates are distinguished at commencement ceremonies by the wearing of an honors medallion. Members of the Phi Theta Kappa International Honor Society are distinguished at commencement ceremonies by the wearing of the PTK stole.

Purpose:

The purpose of this policy is to identify the requirements that learners must meet in order to graduate.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Learner	Meet with advisor one semester prior to graduation and complete Application for Degree

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Advisor	Review academic records and DARS report. Sign Application for Degree.
Registrar	Review Applications for Degree to ensure that requirements are met and that Degree Applications have been approved; communicate status to graduation applicants. Identify learners graduating with honors. Maintain list of graduates, including designation of honors graduates, for inclusion in Commencement Program. Ensure that each individual graduating with Honors receives an Honors Medallion.
Phi Theta Kappa advisor	Ensure that PTK graduates who participate in commencement ceremonies have PTK stole.
Dean of Academic and Co-Curricular Affairs	Ensure compliance with policy.

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

MnSCU 3.17.1
MnSCU 3.25

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