

Polk State College Procedure

Procedure Number	Procedure Title	Effective Date
5002	Graduation	4/23/25

I. Purpose

This procedure addresses District Board of Trustees Rule 4.27: *Academic Standards of Progress*, requiring the establishment of minimum graduation requirements and a process to graduate students.

II. General Graduation Requirements

- A. Polk State College automatically grants a credential to any student who meets the requirements of the credential, and automatically graduates any student who has met the requirements and program objectives. A student who meets the requirements for any certificate, degree, or program is automatically graduated when the program requirements have been evaluated as complete.
- B. Each student is required to complete an online graduation application and fulfill all financial obligations to participate in the graduation ceremony. To qualify for graduation at the College, the student must:
 - 1. Complete all degree-seeking admissions requirements, including the submission of all necessary transcripts and other required documents.
 - 2. Complete the required semester-credit hours in a prescribed program of study.
 - 3. Complete any other applicable requirements (e.g., some occupational and technical programs require a grade of C or higher in program courses).
 - 4. Complete the Florida Civic Literacy Examination requirement.
 - 5. Obtain an overall cumulative grade point average (GPA) of at least 2.00.
[**Note:** A minimum cumulative **program** GPA of 2.0 is also required for graduation with a credit or vocational certificate or an Applied Technology Diploma.]
 - 6. Complete at least 25 percent of the credit hours required for the degree or certificate through instruction offered by Polk State College.

III. Requirements Specific to Baccalaureate and Associate in Arts Degrees

- A. To graduate with an Associate in Arts degree or baccalaureate degree from Polk State, there is a foreign language requirement (i.e., in addition to the requirements outlined in Section II above). The following items satisfy the foreign language requirement:
 - 1. Successful completion of two consecutive years of high school foreign-language study in the same language or successful completion of high school foreign-language coursework at the second-year, second-semester level.
 - 2. Successful completion of a postsecondary course at the Elementary II Level (e.g., SPN 1131, FRE 1131, or ASL1150).
 - 3. A minimum passing score on a College-Level Examination Program (CLEP) foreign language exam.

4. A score of 3 or higher on an Advanced Placement Exam in a foreign language.
5. Completion of an equivalent high school diploma within a foreign country where the student studied in a language other than English.
6. Successful completion of an American Council on Education (ACE) approved language exam, such as a Language Testing International (LTI) proficiency exam (<http://www.language-testing.com>).

- B. For any Polk State College baccalaureate degree, 25 percent of the upper-division coursework and the program's Capstone Course must be taken at Polk State.

IV. Graduation Ceremony Policies and Regalia

- A. Only officially recognized clubs and organizations at Polk State College can request permission to wear club-specific graduation regalia. Each organization must submit a request to the Registrar before the graduating term in which the regalia is to be worn for the first time. The request must include the following:
1. A photo of the regalia
 2. The purpose of the regalia
 3. The name of sponsoring club or organization
 4. A description of how the regalia is to be ordered and paid for
 5. The name of the responsible sponsor for the College club or organization and a signature indicating approval of this request.
- B. The Registrar retains a history of all approvals for special regalia that are provided to clubs and organizations. The Senior Vice President of Student Services and Campus Operations may rescind this permission if warranted or necessary.
- C. A ceremonial pin signifying graduation from a Polk State College program may be worn (e.g., a pin is traditionally awarded to each graduate of the Nursing Program). A Polk State College Alumni Association pin, provided to each graduate at the ceremony, is also permitted.
- D. The student must wear the approved cap and gown selected by the Polk State College Graduation Committee. The mortarboard may be decorated provided it is not deemed to be a disturbance to the ceremony and it does not obstruct the view of others. Any student with regalia and décor that does not meet these guidelines must remove the décor and purchase a mortarboard (or other item) from the Bookstore on site as a replacement; otherwise, the individual may not be allowed to participate in the ceremony. The Coordinator of the Graduate Holding Room (in coordination with a College Administrator) is responsible for judgment calls related to decorated mortarboards and other décor.
- E. Various forms of regalia have been approved through the Registrar; these include the items listed below:
1. Stole – This is a long band of cloth (usually silk) worn around the neck to signify participation in a Polk State College-recognized organization or program.
 2. Cord – This is a thin, twisted length of rope that is worn around the neck to signify an honor or award, or to indicate participation in a Polk State College-recognized organization or program.
 3. Medallion – This is a piece of jewelry worn around the neck (or pinned to the regalia) that signifies an honor or award, or to indicate participation in a Polk State College-recognized organization or program.
 4. Pin – This is a small piece of jewelry worn at the neck of the gown that signifies that a specific professional degree was earned at Polk State. A pin may also signify an

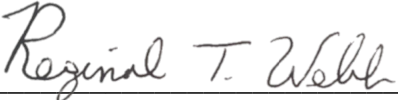

honor or award, or it may indicate participation in a Polk State College-recognized organization or program.

- E. There is to be no collection of money, sale of products, or sale of merchandise during the graduation ceremony by Polk State students, student organizations, faculty members, or staff on the campus or location where the ceremony is held unless this is specifically approved by the Senior Vice President of Student Services and Campus Operations.

History

Adopted: May 30, 2009
Revised: May 25, 2010; October 19, 2010; January 24, 2012; May 24, 2013; August 27, 2024; November 5, 2014; December 6, 2017; January 8, 2019; and April 23, 2025

State Statute: F.S. 1007.262
Related Rule(s): DBOT Rule 4.27
Date of Last Review: April 15, 2025

<div> Signature</div> <div><div>Reginal T. Webb</div> Name</div>	<div> Signature</div> <div><div>Angela M. Garcia Falconetti</div> Name</div>	<div>April 23, 2025</div>
Responsible Administrator	President	Date