

Polk State College Procedure

Subject	Reference	Date	Number
Graduation	DBOT Rule 4.27 Florida Statute 1007.262	1/8/2019	5002

I. Purpose

This procedure addresses the implementation of District Board of Trustees Rule 4.27, requiring the establishment of minimum graduation requirements and the process used to graduate students.

Polk State College automatically grants credentials to any student who meets the requirements of the credential and automatically graduates all students who have met the requirements of their program objective. Students who meet the requirements of any certificate, degree, or program will be automatically graduated when the program requirements have been evaluated as completed.

Students are required to complete an online graduation application to participate in the graduation ceremony.

II. To qualify for graduation at the College, the student must:

- a. Complete all degree-seeking admissions requirements, including the submission of all necessary transcripts and other required documents.
- b. Complete the required semester credit hours in a prescribed program of study.
- c. Complete any other applicable requirements. For example, some occupational/technical programs require a grade of C or higher in program courses.

NOTE: Students interested in a 4-year degree in education must pass the General Knowledge (GK) portion of the Florida Teacher Certification Exam to be admitted to education programs in Florida colleges and universities.

- d. Have an overall cumulative GPA of at least 2.00.

NOTE: A minimum cumulative **program** GPA of 2.0 is required for graduation with a credit or vocational certificate or applied technology diploma.

- e. Complete at least 25% of the credit hours required for the degree or certificate through instruction offered by Polk State College.

III. Bachelor and Associate in Arts Degrees

- a. The bachelor and associate in arts degrees includes a foreign language requirement for graduation in addition to the requirements outlined in II above. The following items will satisfy the foreign language requirement:
 1. Two consecutive years of high school foreign language in the same language.
 2. Completion of a post-secondary course at the elementary II level, such as, SPN1131, FRE1131, or ASL1150.
 3. Minimum passing scores on a College-level examination program (CLEP) foreign language exam.
 4. Advanced Placement scores in foreign language of 3 or higher.

5. Equivalent high school diploma from foreign country where student studied in a language other than English.
 6. Any ACE-approved language exam, such as the Language Testing International Proficiency exams, at <http://www.languageTesting.com>.
- b. In any bachelor program at Polk State College, 25% of upper division course work and the capstone course must be taken at Polk State College.

IV. Graduation Ceremony Policies

- 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 and include the following:
 1. Photo of regalia
 2. Purpose of regalia
 3. Name of sponsoring club or organization
 4. A description of how the regalia will be ordered and paid for
 5. Responsible College sponsor name and signature
- b. Pins may be worn signifying graduation from a program where the pin was ceremoniously awarded at a Polk State College event and where such pin is traditionally awarded graduates from the program, such as Nursing.
- c. Regalia during the ceremony – Students will wear the cap and gown approved for use by the Graduation Committee. Mortarboards may be decorated in ways that will not be deemed a disturbance to the ceremony and in ways that do not obstruct the view of others. Students whose decorations do not meet the guidelines will be asked to remove decorations, purchase a mortarboard from the Bookstore on site to replace the decorated one, or may not be allowed to participate in the ceremony. Judgment calls on decorated mortarboards will be made by the Coordinator of the graduate holding room in conjunction with a College administrator.
 1. Approved regalia include:
 - Stole – Along band of cloth, usually silk, worn around the neck signifying participation in a Polk State College recognized organization or program.
 - Cord – A cord worn around the neck signifying an honor, award, or participation in a Polk State College recognized organization or program.
 - Medallion – A piece of jewelry worn around the neck or pinned to the regalia signifying an honor, award, or participation in a Polk State College recognized organization or program.
 - Pin – A small piece of jewelry worn at the neck of the gown signifying an earned affiliation with a profession where a degree toward that profession was earned at Polk State signifying an honor, award, or participation in a Polk State College recognized organization or program.

2. The Registrar will retain a history of approvals provided to clubs and organizations.
3. The Vice President of Student Services may rescind permission.
4. Merchandise at graduation - There will be no collection or sale of products or merchandise during the graduation ceremony by Polk State students, student organizations, faculty or staff on the campus or location where the ceremony is held.

History

Adopted: 6/30/2009

Revised: 5/25/2010; 10/19/2010; 1/24/2012; 5/24/2013; 8/27/2014; 11/5/2014;
December 6, 2017; January 8, 2019

<i>Reginal T. Wehh</i>	<i>1/8/19</i>	<i>Reginal T. Wehh</i>	<i>1/8/19</i>
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Al. Falconetti</i>			<i>1/14/19</i>
President's Approval			Date