

**COLLEGE POLICIES AND PROCEDURES
MEMORANDUM NO. 6**

**DETERMINING ELIGIBILITY FOR GRADUATION
AND ISSUANCE OF DIPLOMAS**

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Student and College Responsibility in Determining Eligibility for Graduation

As early as possible during the student's final term (regular semester or summer session), the Office of Student Records and Registration will notify each applicant for graduation of the possibility of completing his/her degree requirements. Each applicant will be notified by email to check the student portal (*MyCCP*) for their graduation status. Notice of the graduation application deadline will be made available through various means, such as *MyCCP* and campus postings.

The Office of Student Records and Registration, using criteria established by the academic department, will determine if all graduation requirements have been met.

A "prospective" graduate is one who has completed all the requirements for graduation from his/her program of study, or is registered for courses needed to complete all requirements to receive the degree for his/her program of study.

The College will grant degrees and academic certificates only to students who have earned at least 30 credit hours in residence (at Community College of Philadelphia) for a degree and 15 credit hours for an academic certificate. Students on active duty with the Armed Forces need to earn only 15 credits in residence for a degree. Approved Prior Learning Assessment will be counted towards the residency requirement.

Commented [BH1]: Revisions made according to recommendations in the 2/22/16 IWC Meeting.

Graduation Ceremonies and Program Listings

Students who have submitted graduation applications by the published deadline and have completed their degree requirements at the end of the fall semester will be invited to the graduation ceremonies, as well as students who will complete their requirements at the end of the spring semester and summer terms. Students' names will be listed in the commencement program of that year. Students who apply for graduation but miss the published deadline may be

able to attend commencement however their names may not appear in the commencement program.

Commented [BH2]: Changed from “will not appear in the commencement program.”

Students enrolled in fall courses for the next academic year, must submit a written request to the Dean of Enrollment Management for special permission to attend the commencement ceremonies at the conclusion of the preceding spring semester.

Commented [BH3]: Revised special permission clause if it is still needed.

Issuance of Diplomas

Diplomas will be issued after the completion of the student's final term; the diploma will carry the date of the end of the term. For students who complete their requirements in the spring, the diploma will carry the date of commencement exercises.

Status of Students Who Have Graduated

Students enrolled after graduation are required to change their program of study. Students may not re-enroll in a program of study from which they have already graduated.