

OWENS COMMUNITY COLLEGE  
PROCEDURES

**Graduation Requirements  
PROCEDURES**

**Board Policy No.: 3358:11-2-51**

1. Definitions:
  - a. Core Courses – Term utilized for course subject areas for, but not limited to: Arts, Humanities, English, Science, Math, Speech and Social Behavior.
  - b. Technical Courses – Term used for courses that relate to a specific skilled program or trade.
2. Associate Degree requirements for graduation:
  - a. All required and elective courses in the program of study are completed.
  - b. A minimum overall cumulative grade point average of 2.0 is achieved.
  - c. In programs of study leading to an associate degree, 15 semester hours of study must be completed through graded course credit earned at Owens Community College, unless program-specific accreditation dictates a higher number of credits.
  - d. A graduation petition for degree completion must be submitted to the Records Office by the established deadline.
3. Certificate requirements (29 semester hours or less):
  - a. All required and elective courses in the certificate are completed.
  - b. A minimum grade point average of 2.0 is achieved in the certificate program.
  - c. 50% of the required courses for the certificate must be completed through graded course credit earned at Owens Community College.
  - d. For active duty service members as well as Reservist and National Guardsmen, Coast Guard, and Office of the Secretary of Defense (OSD) conscripted into or called to active duty, 25% of the required courses must be completed through grade course credit earned at Owens Community College. A copy of the student's military ID, and copy of active duty military member's orders showing date of assignment to active duty is required.
  - e. For adult family members (spouse and college age children) of active duty service members as well as Reservist and National Guardsmen, Coast Guard, and Office of the Secretary of Defense (OSD) conscripted into or

OWENS COMMUNITY COLLEGE  
PROCEDURES

called to active duty, 25% of the required courses must be completed through grade course credit earned at Owens Community College. Verification of student's dependent status, (copy of military ID, marriage or birth certificate, etc.) and copy of active duty military member's orders showing date of assignment to active duty is required.

- f. A certificate petition for certificate completion must be submitted to the Records Office by the established deadline.

4. Technical Certificate requirements (30 semester hours or more):

- a. All required and elective courses in the certificate are completed.
- b. A minimum grade point average of 2.0 is achieved in the certificate program.
- c. A minimum grade point average of 2.0 in technical coursework is achieved.
- d. Fifteen semester hours of study of the required courses for the certificate must be completed through graded course credit earned at Owens Community College.
- e. For active duty service members as well as Reservist and National Guardsmen, Coast Guard, and Office of the Secretary of Defense (OSD) conscripted into or called to active duty, 25% of the required courses must be completed through grade course credit earned at Owens Community College. A copy of the student's military ID, and copy of active duty military member's orders showing date of assignment to active duty is required.
- f. For adult family members (spouse and college age children) of active duty service members as well as Reservist and National Guardsmen, Coast Guard, and Office of the Secretary of Defense (OSD) conscripted into or called to active duty, 25% of the required courses must be completed through grade course credit earned at Owens Community College. Verification of student's dependent status, (copy of military ID, marriage or birth certificate, etc.) and copy of active duty military member's orders showing date of assignment to active duty is required.
- g. A certificate petition for certificate completion must be submitted to the Records Office by the established deadline.

OWENS COMMUNITY COLLEGE  
PROCEDURES

5. Posthumous Degree:

- a. The College may award a posthumous degree to a student in good academic standing who is within one semester of completing all degree requirements.
- b. Upon notification of a student's death from any source, the Records Office will initiate the posthumous degree award process.
- c. The Records Office will determine eligibility for posthumous degree and will make a recommendation to the Chief Academic Officer for approval.
- d. The decision to award a posthumous degree is that of the Chief Academic Officer.
- e. The degree will be posted to the student's transcript as posthumous. The student's family will be notified of the award and will be invited to the next commencement ceremony. The student will be recognized at commencement unless the family objects. The family will receive the diploma either at the commencement ceremony or through the mail. Arrangements for participation in the commencement ceremony will be coordinated by the student's Dean and the Office of the Chief Academic Officer.

6. Replacement Degree or Certificate:

- a. The student must have been awarded a degree or a certificate with Owens Community College.
- b. The student must be in good financial standing with Owens Community College.
- c. The replacement will be issued with the student's name currently on file with the College. If the requested name change is not on file, an official name change form must be submitted.
- d. The replacement will include a duplicate diploma or duplicate certificate notation on the face of the document.
- e. The replacement will bear the signatures of the current administration.
- f. The student must complete a Request for Replacement Diploma or Certificate form with the Records Office, which can be found on the Owens website.
- g. The student must pay the appropriate fee set forth by the College.
- h. The replacement diploma or certificate will be mailed to the student within 2 to 3 weeks of the payment date.

These procedures conform to the current policy in effect. Academic Standards Committee reviewed with open forum, December 16, 2015.