

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: English; mathematics; arts/humanities; social and behavioral sciences; natural sciences.
  - 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 should be submitted through the student portal by the fifth Friday of the graduating semester.
  - e. The college shall review degree audits and administratively award any student that has completed the requirements. A student who receives an administratively-awarded degree will receive a notification from the college prior to the award of the degree. The student will have the ability to accept or opt out of the degree 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. Fifty percent (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

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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 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 should be submitted through the student portal by the fifth Friday of the graduating semester.
- g. The college shall review certificate audits and administratively award any student that has completed the requirements. A student who receives an administratively-awarded certificate will receive a notification from the college prior to the award of the certificate. The student will have the ability to accept or opt out of the certificate 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

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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 should be submitted through the student portal by the fifth Friday of the graduating semester.
- h. The college shall review certificate audits and administratively award any student that has completed the requirements. A student who receives an administratively-awarded certificate will receive a notification from the college prior to the award of the certificate. The student will have the ability to accept or opt out of the certificate by the established deadline.

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.

- f. If, during this process the posthumous degree process, it is found that the decedent does not meet the eligibility requirements for such a degree, the student will then be considered a candidate for an honorary degree.

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6. Honorary Degree:

- a. The College may award an honorary degree for a decedent in good academic standing who does not otherwise meet the requirements for a posthumous degree:
  - i. Upon notification of a student's death from any source, the Records Office will initiate the posthumous degree award process.
  - ii. The Records Office will determine eligibility for an honorary degree and will make a recommendation to the President for final approval from the Board of Trustees.
  - iii. The student's family must be notified, agree with the award and be invited to the next commencement ceremony. The student will be recognized at commencement unless the family objects. Arrangement for the family's participation in the Commencement Ceremony will be coordinated by the student's Dean and the Registrar. The family will receive the diploma either at the commencement ceremony or through the mail.
- b. A conventional honorary degree may be awarded to an individual at the discretion and recommendation from the College President to the Board of Trustees for final approval ,

7. 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.

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- 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.

The procedures conform to the policy.

Date of posting 11-20-23