



Approval:

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Review by: 08/18

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Policy/Revision Submitted by: Keith Branham

SUBJECT: *Graduation Procedures and Requirements*

I. GENERAL INFORMATION:

Commencement exercises are held in December and May. All students will be assessed a graduation fee included in their final semester's fees.

Students wishing to participate in the commencement ceremony will purchase, at their own expense, a cap and gown from the vendor approved by the College. All students will receive their diploma, diploma cover and pin whether or not they attend the ceremony. A group picture of the graduating class, in cap and gown, will be taken in advance of the commencement ceremony. A student not wishing to participate in the ceremony must make arrangements with the Dean of Enrollment Management/Student Services if he/she wishes to be in the group picture.