Title: **Graduation Requirements**

- ❐ **Initial Action:** **4/28/83**
- ❐ **Board Resolution:** **96-070, 00-116**
- ❐ **Last Revised**
  - ○ **Policy:** **3/28/2018**
  - ○ **Procedure:** **4/6/2022**
- ❐ **Last Reviewed: 4/6/2022**
- ❐ **Effective:** **6/1/03**
- ❐ **Next Review:** **4/2025**
- ❐ **Responsibility:** **Academic Programs**

POLICY:

Cecil College's graduation requirements for an associate's degree and certificate either meet or exceed the minimum requirements outlined in Title 13B of the Code of Maryland Regulations.

PROCEDURE:

Academic Senate and the Academic Affairs Committee will review and provide feedback on this procedure every three years or as needed.

Students are eligible to receive an associate's degree if they have completed a minimum of 60 college credits and have met the following requirements:

1. Complete all course requirements in a given program. An associate degree requires the completion of a minimum of 60 credit hours in college-level courses of which a maximum of 15 credits may be earned by credit by exam and portfolio. **All evidence of completed course requirements must be recorded in the Registrar's office prior to conferral of the degree.**

2. Earn a minimum of a 2.0 cumulative grade point average in college-level courses (some programs may require a higher cumulative grade point average).

3. Earn at least 30 credits in a program of study at Cecil College or complete the last 15 credits of a curriculum at Cecil College.
   NOTE: Students enrolled under a college/military agreement may complete their final 15 credits in any order or time sequence.

4. Complete the required General Education requirements.

5. Complete the ETS Proficiency Profile or other designated General Education Assessment test(s).

6. Meet the financial and academic obligations of the College.

7. Submit an Application for Graduation to the Registrar's office by the published deadline.

8. Complete the degree program requirements as outlined in the College catalog within five years of the intended date of graduation as noted on the Application for Graduation.

Students are eligible to receive a certificate if they have met the following requirements:

1. Complete the courses listed in the certificate program. **All evidence of completed course requirements must be recorded in the Registrar's office prior to conferral of the certificate.**

2. Earn a minimum a 2.0 cumulative grade point average in college-level courses.

3. Complete a minimum of 50 percent of the required credits in the certificate program at Cecil College.

4. Meet financial and academic obligations to the College.

5. Complete the certificate program requirements as outlined in the College catalog within five years of the intended date of graduation as noted on the Application for Graduation.

6. Submit an Application for Graduation to the Registrar's office by the published deadline.

Note:
- Courses numbered up to and including 100 may not be used to satisfy graduation requirements.
- Exceptions to the procedures may be granted by the Chief Academic Officer.