

# GRADUATION REQUIREMENTS AND COMMENCEMENT CEREMONY

## Procedure PR 717.03: Graduation Requirements

A student must meet all program competency and course requirements as listed in the online program catalog at the time of matriculation or within five (5) years of matriculation. In the event a student does not complete the program requirements within the five-year limit, the student's program curriculum changes to the current academic year program requirements. Students not enrolled in at least one (1) program-required course at Moraine Park for twelve (12) continuous months will be required to meet the graduation requirements of the online program catalog in effect for the academic year the student re-enrolls.

A student must meet the following requirements in order to receive their certificate, diploma or degree:

- **Complete all program competency and course requirements**
  - The Registrar's Office processes final degree audit verification at the end of each semester (summer, fall, spring) upon completion of end-of-term processing.
  - The Registrar's Office confirms degree completion and awards degree in the student information system.
  - Students who do not meet all program requirements will be placed on a deficiency list and notified.
- **Technical Skills Attainment (TSA)**
  - Students accepted into a degree or diploma program will complete a technical skills attainment for graduation to demonstrate proficiency of program outcomes. Technical skills attainment requirements vary by program and are included as part of final program course.
- **Residency**
  - Students must earn 25 percent of the total program credits toward the program sought at Moraine Park Technical College.
- **GPA**
  - Students in all programs are required to achieve a grade point average of 2.0 or better in all attempted credits required in the program. Students who receive a D grade in any program course must repeat the course with a C or better grade. Failure to do so will prevent the student from graduating until such time as the proper level of achievement has been attained.
- **Honors**
  - Recognition of academic excellence will be determined by the cumulative grade point average achieved at the time the degree or technical diploma (minimum 20-credit program) is awarded. Students who achieve cumulative grade point averages (GPA) between 3.75 and 4.0 will receive High Honors. Students who achieve cumulative grade point averages between 3.5 and 3.74 will receive Honors. Honors designations will not be retroactively awarded.

An all-College graduation/commencement ceremony is conducted once per year in May at the conclusion of the semester. Students are encouraged to attend. All commencement information will updated and posted each academic year on myMPTC Student.

### • Eligibility

- Students are eligible to participate in the commencement ceremony if they:
  - Submit a graduation application by:
    - March 20 to have name listed in the commencement ceremony program
    - April 25 to participate in the commencement ceremony
  - Are completing an associate degree or technical diploma program.
  - Have met, or will meet all program/graduation requirements in the academic year of commencement ceremony OR have 6 or less credits left that will be completed in the summer term.
  - Participation in the commencement ceremony does not guarantee graduation from a program.

### • Regalia

- Moraine Park approved regalia (cap and gown) must be worn.
- Honor cords, Military and Veteran cords, and Phi Theta Kappa (PTK) cords/stoles will be available for purchase at the Moraine Park bookstore locations.
- Wearing of Honor and High Honor cords are based on cumulative Grade Point Average (GPA) as of the end of the fall semester prior to the commencement ceremony. No exceptions to this will be made.
  - Honors is 3.5 to 3.74 GPA
  - High Honors is 3.75 GPA and up

### • Commencement Etiquette

- On the day of the ceremony graduate candidates should arrive at least one hour prior to the start time to check in and get lined up for the processional.
- Please stop by the registration table for directions to the appropriate Pod. Instructions will be given to the graduate candidates by the Pod Leaders on the day of commencement. Please be sure to follow the directions of the ushers and platform guests (speakers) during the commencement ceremony.
- Graduate candidates should not bring valuables to the commencement ceremony as there is no place to store/secure these items. Purses, coats, cell phones/electronics and similar items should not be brought into the event space.
- Graduate candidates are expected to remain in their designated seat throughout the ceremony. Graduate candidates who leave the commencement ceremony will not be allowed to rejoin the ceremony while in progress.

### • Diploma Cover

- Graduate candidates will receive a diploma cover when they cross the stage during commencement. Only those students who participate in the commencement ceremony will receive a diploma cover.

### • Certificate, Diploma, or Degree Documentation

- All financial obligations to Moraine Park Technical College must be fulfilled in order to obtain certificate, diploma or degree documentation. Diplomas will be mailed to address provided on the Graduation Candidacy form approximately 8 weeks after the end of the semester and is contingent upon successful completion of all program requirements.