

# Graduation

## Summary

To graduate and participate in graduation ceremonies, students must submit an application for graduation and a graduation fee. Students graduate with and without honors designation.

## Purpose

This document describes the fees, application, honors designations, and graduation ceremony.

## Policy

Applications for graduation should be submitted in CougarNet through Enrollment Services Tab one semester prior to the anticipated semester of completion, the last day of classes of the prior term is the final deadline for submission. A non-refundable graduation fee of \$60 is required whether or not participating in the ceremony. Fee will be applied to student's account during the first month of their intended graduation term and must be paid by midterm. Students participating in the graduation ceremony are required to have the appropriate graduation regalia – i.e. cap and gown, etc.

Candidacy requirements must be completed no later than the official graduation candidacy deadline of the intended term of graduation. Candidacy requirements are:

- Enrollment in all courses required for degree completion. Students enrolled in other institutions during the final term must submit proof of enrollment.
- All approved substitutions/waivers must be reflected in Degree Works.
- Removal of all "Incomplete" grades applying towards degree requirements from their record.
- Associates and Bachelors: Completion of all legislative requirements.
- Associates and Bachelors: Completion of outcomes assessment.
- \$60.00 graduation fee

Students who satisfy the above requirements will be considered candidates for graduation and will be eligible to participate in graduation ceremonies.

Students who do not satisfy degree requirements must delete their application in CougarNet and submit a new graduation application for a future term.

**Honors.** Students who have attained high scholastic achievement are recognized at graduation by being designated honor graduates. Academic honors announced at

graduation will be based on grade point averages calculated the semester prior to the graduation term. Honors reflected on the diploma and transcript will be determined by GPA calculation including the final semester. Students attending Columbus State University only must attain an honors grade point average on course work attempted at the university. Transfer students must attain an honors grade point average on course work attempted at Columbus State University and an honors grade point average on the combined total of courses attempted at Columbus State University and all other institutions attended. Students seeking an additional baccalaureate degree must earn at least 60 additional semester hours in residence at Columbus State University with an honors grade point average.

Honor designations and corresponding grade point averages required are:

**Baccalaureate Degree**

Summa cum laude 3.80 - 4.00

Magna cum laude 3.60 - 3.79

Cum laude 3.40 - 3.59

**Associate Degree**

High honors 3.80 - 4.00

Honors 3.50 - 3.79

**Graduation ceremony.** A graduation ceremony is held at the end of the fall and spring semesters. Students who do not plan to attend the ceremony must indicate so on the application for graduation.

Fall and Spring candidates may only participate in a graduation ceremony in the term of which their degree requirements are completed.

Students completing the requirements at the end of a summer term may participate only in the fall semester graduation ceremony.

**Related USG Policy**

3.8.1 General

**Last Update**

5/9/17

**Responsible Authority**

Registrar's Office

