GRADUATION

Graduation Procedure

An associate degree or certificate is awarded upon completion of the program requirements as outlined in this catalog. The procedures for graduating students are as follows:

1. Any student who believes that he/she has met or will meet the degree requirements for graduation must complete a petition to graduate form. Priority filing date is October 1 for December graduation, and March 1 for May and August graduation. Students who complete degree requirements in December and those anticipating completion in August are invited to participate in the May commencement exercises. Petitions are available from academic advisors, the Advising Center, the Records Office or the college website (http://www.mwcc.edu/PDFs/PetitionToGrad.pdf). Late petitions will be considered only under special circumstances and may result in the late delivery of a diploma.

2. In determining program QPA for graduation, the first course taken that satisfies a certificate or degree requirement will be used. In the case of repeated courses, the higher grade will be applied. In rare cases students may appeal to substitute a course taken later to satisfy graduation requirements including:
   - A course that is no longer offered and therefore cannot be repeated
   - Achievement of the minimum 2.0 graduation requirement with the substitution of the later course
   - Usage of the later course in the satisfaction of a selective program requirement

Course substitution requests are available from academic advisors, the Advising Center or the Records Office.

3. All degree requirements, including transfer credits, degree substitutions, and other necessary documentation, must be completed and accepted by the college no later than April 1 for May and August graduation and November 1 for December graduation. The only exceptions to this rule are courses the student is planning to complete in the summer session and courses in which the student is currently enrolled at MWCC. The degree or certificate will be awarded at the end of the term when required credits have been earned. All grade changes must be fully approved and received by the Records Office no later than the day of graduation to be considered for graduation for that term (spring semester for May graduation, summer semester for August graduation, and fall semester for December graduation). Students who earn incomplete grades required for completion of their program of study will not graduate in that term, unless the approved grade change is received by the date of graduation for that term. (In such cases, the student must complete a new petition to graduate when the incomplete grade is submitted with a passing grade.)

There is a $25 diploma replacement fee if student requests a replacement diploma more than three years after the date of his or her graduation.

Students not completing all requirements at the end of the academic year may choose to enroll at another accredited institution and transfer these credits to MWCC for application to the degree. With this option, the degree will be awarded with the next graduating class.

Graduation Requirements

MWCC offers the Associate of Arts and the Associate of Science degrees, as well as a variety of certificates. The Associate of Arts degree shall be granted to students who have satisfactorily completed the requirements of a college-designed, and Department of Higher Education approved, program of collegiate-level courses of which at least 34 credits have been drawn from the field of liberal arts and sciences.

The Associate of Science degree shall be granted to students who have satisfactorily completed the requirements of a college-designed, and Department of Higher Education approved, program of collegiate-level courses of which at least 21 credits shall be drawn from the field of general education outside the field of specialization.

To be eligible to receive an associate degree, students must complete all the requirements of one of the college’s degree programs with a minimum of 50% of program requirements in residency (a minimum of 25% earned in residency with permission of the department chair, the division dean, and the Vice President of Academic Affairs) and with a program and overall cumulative quality point average (QPA) of not less than 2.0. Students earning a certificate must complete all requirements with a minimum program and overall cumulative quality point average of 2.0; in addition, students must earn a minimum of 15 credits in residence at MWCC.