

**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: GRADUATION

NUMBER: PRO 4-22

REFERENCE: NONE

PAGE: 1 OF 4

I. Preparing to Graduate

Students planning to graduate must meet the following requirements:

- a. Complete the course requirements for the desired degree or Technical Certificate (program) for the catalog year under which the student plans to graduate.
- b. Submit the online Graduation Application for each degree and/or Technical Certificate prior to the graduation deadline for the semester in which the student plans to graduate.
- c. Satisfy all financial obligations to the College.
- d. Submit all official high school and college transcripts for all classes taken at another institution. All final grades must be posted on official transcripts.
- e. Complete a minimum of 25% of each program's total credit hours at LSSC.
- f. Have a minimum 2.0 cumulative and LSSC GPA to be eligible to graduate.
- g. Purchase and wear the appropriate graduation regalia if planning to participate in the Commencement Ceremony. Regalia may be purchased at LSSC's Bookstore (see Section V Regalia Policy).

II. Commencement Ceremonies

- a. Commencement Ceremonies are held in May and December.
- b. Students who are within two courses of fulfilling their graduation requirements are invited to participate in the Commencement Ceremony provided they have submitted a Graduation Application by the posted deadline for that semester.
- c. Participation in the Commencement Ceremony does not in any way infer the awarding or issuance of a degree or certificate. Conferral depends solely on the student's satisfactory completion of all program requirements.
- d. The Graduation Application is valid only for the current semester. If a student does not meet graduation requirements, they must submit a new Graduation Application once requirements have been completed.

- e. August graduates may participate in May Commencement if they have two or fewer courses left to complete or they may participate in December Commencement.

III. Diploma Information

- a. Diplomas are mailed to the student's official address designated in myLSSC within 4-6 working weeks after the end of each full semester.
- b. A replacement diploma can be requested at a cost of \$30 per additional diploma.

IV. Academic Honors

- a. Honors may be earned each semester and include:
 - i. The Dean's List- students who complete 12 or more degree credits in a semester (excluding developmental credits) with a GPA of 3.5 or higher are named to the Dean's List.
 - ii. The President's List- students who complete 12 or more degree credits in a semester (excluding developmental credits) and achieve a semester GPA of 3.8 or higher are named to the President's List.
 - iii. A student is able to earn academic honors for both the Dean's List and the President's List.
 - iv. Dean's List and President's List honors are denoted on the student's transcript and the student will receive a letter of recognition from the Vice President of Academic Affairs' and/or President's office.
- b. Graduation Honors Recognition- Only those students seeking an associate's or bachelor's degree are eligible for graduation honors recognition. The appropriate honors are recorded on the student's transcript and diploma. The honors, based on scholastic achievement, are as follows:

<u>GPA</u>	<u>Honor Designation</u>
3.40-3.59	Cum Laude (with honor)
3.60-3.79	Magna Cum Laude (with high honor)
3.80-4.0	Summa Cum Laude (with highest honor)

- c. Commencement Honors- Honors recognition for the Commencement ceremonies are calculated based on cumulative course work completed from prior semesters and does not include the current semester. The current semester will be included for official graduation honors recorded on diplomas and transcripts.

V. Regalia Guidelines

- a. In order to participate in the formal Commencement ceremony, students must wear the approved LSSC Commencement Regalia in LSSC's approved colors.
- b. Students are permitted to decorate their mortarboards as long as they are within the guidelines of good taste. Students whose decorations are deemed not in

good taste by the Registrar or Director of Enrollment Management, will be asked to remove and/or replace the item prior to the ceremony.

- c. Regalia adornments may include the following:
 - i. Stole: A long band of cloth, usually silk, worn around the neck signifying participation in a specific college recognized organization or program.
 - ii. Cord: A cord worn by undergraduate students who have earned the designation of academic honors as based on their GPA at the start of the graduating semester.
 - iii. Medallion: A piece of jewelry worn around the neck or pinned to the regalia signifying participation in a specific college recognized organization or program.
 - iv. Pin: A piece of jewelry pinned to the regalia signifying participation in a specific college recognized organization, or program.
- b. Students are permitted to wear no more than one tassel on their mortarboard.
- c. The Registrar maintains a formal list of all approved regalia adornments.
- d. New regalia adornments may be requested for approval through the submission of a form and supporting documentation to the Commencement Workgroup. All requests must be submitted to the Registrar by October 15th for fall Commencement and February 15th for spring Commencement. Guidelines and submission information can be found in the online LSSC Catalog & Student Handbook. Any exceptions to this policy must be approved in writing by the Director of Enrollment Management 10 days prior to Commencement.

VI. Honorary Degrees and Certificates

- a. Eligibility criteria - LSSC may award an honorary degree to individuals who:
 - i. have an association with LSSC and/or the State of Florida by virtue of birth, education or direct contribution to the well-being of the state's citizens, or
 - ii. have distinguished themselves in such a manner, and at such a level, as to have won recognition in their respective areas of endeavor at the state, regional or national levels, or
 - iii. will reflect favorably on LSSC, Florida, and the State of Florida.
- b. LSSC may also award a posthumous honorary degree to former students who meet the following requirements:
 - i. Were enrolled as a degree or Technical Certificate seeking student at LSSC within the past year.

- ii. Have completed at least 25% of their declared academic program at LSSC.
 - iii. Had a minimum 2.0 cumulative and LSSC GPA.
 - iv. Have completed approximately 85% of graduation requirements
- c. Process to nominate individuals for honorary or posthumous honorary degrees and certificates:
- i. LSSC faculty and staff may nominate qualified individuals for an honorary degree or certificate by submitting a letter of nomination and supporting materials to the College President. Supporting materials may include letters of support from nationally or internationally known leaders in the area of endeavor of the nominee, from LSSC faculty, staff, alumni, and students, and from citizens of Florida who have been impacted by the nominee. Documentation such as press articles, professional organization honors, and other materials demonstrating the candidate's achievements may accompany nominations.
 - ii. The student's immediate family or next of kin may request consideration of a posthumous honorary degree or certificate by submitting a letter outlining the request.
 - iii. The College President will review the nominations and will provide a list of potential nominees to the District Board of Trustees for approval. Nominations must be received and approved by the District Board of Trustees at least one month prior to the upcoming commencement ceremony.
 - iv. Honorary degrees and certificates will be presented and dated as of the commencement dates established by the current academic calendar.
 - v. Current employees of the Florida College System are not eligible for this honor.

New: 12/12/2017