
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: GRADUATION

NUMBER: PRO 4-22

REFERENCE: Florida Statutes 1005.22
Florida Administrative Rule 6E-1.0041

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I. PURPOSE

The purpose of this administrative procedure is to establish protocol for degree and certificate conferral, and related elements for official Commencement Ceremonies.

II. SCOPE

This procedure applies to all students, faculty, and staff involved in the degree and certificate conferral process, as well as the organization and execution of official Commencement Ceremonies at Lake-Sumter State College.

III. RESPONSIBILITY

Oversight for this procedure falls under the supervision of the Vice President of Enrollment and Student Affairs.

IV. BACKGROUND

Lake-Sumter State College recognizes the significance of graduation as a milestone for students and a celebration of academic achievement. This procedure formalizes the processes for degree and certificate conferral, and Commencement Ceremonies, ensuring they align with the institution's commitment to academic excellence, student success, and the celebration of scholarly achievement.

V. PREPARING TO GRADUATE

- a. Students planning to graduate must meet the following requirements:
 - 1. Complete the course requirements for the desired degree or certificate (program) for the catalog year under which the student plans to graduate.
 - 2. Submit the online Graduation Application for each degree and/or certificate prior to the graduation deadline for the semester in which the student plans to graduate.

3. Satisfy all financial obligations to the College.
4. Submit all official high school and college transcripts for all classes taken at another institution. All final grades must be posted on official transcripts.
5. Complete a minimum of 25% of each program's total credit hours at LSSC.
6. Have a minimum 2.0 cumulative and LSSC GPA to be eligible to graduate.
7. Purchase and wear the appropriate graduation regalia if planning to participate in the Commencement Ceremony (see Section V Regalia Policy).

VI. COMMENCEMENT CEREMONIES

Commencement Ceremonies are held in May and December. 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. 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. 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 the requirements have been completed.

August graduates interested in participating in Commencement have two options:

1. they may participate in the May Commencement preceding their August graduation if they have two or fewer courses left to complete, or
2. they may participate in the December Commencement

VII. DIPLOMA INFORMATION

Diplomas are mailed to the student's official address designated in myLSSC within 6-8 working weeks after the end of each full semester. A replacement diploma can be requested at a cost of \$30 per additional diploma.

VIII. ACADEMIC HONORS

- a. Honors may be earned each semester and include:
 1. 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.
 2. 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.
- b. Dean's List or 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' or President's office.

- c. Graduation Honors Recognition- Only those students seeking an associate or baccalaureate 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>Cumulative 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)

- d. Commencement Honors- Honors recognitions for the Commencement ceremonies are calculated based on cumulative coursework completed from prior semesters and do not include the current semester. The current semester will be included for official graduation honors recorded on diplomas and transcripts.

IX. REGALIA GUIDELINES

In order to participate in the formal Commencement ceremony, students must wear the approved LSSC Commencement Regalia in LSSC's approved colors. 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, will be asked to remove and/or replace the item prior to the ceremony.

- a. Regalia adornments may include the following:
1. Stole: A long band of cloth, usually silk, worn around the neck, signifying participation in a specific college-recognized organization or program.
 2. Cord: A cord worn by undergraduate students who have earned the designation of academic honors based on their GPA at the start of the graduating semester.
 3. Medallion: A piece of jewelry worn around the neck or pinned to the regalia signifying participation in a specific college-recognized organization or program.
 4. Pin: A piece of jewelry pinned to the regalia signifying participation in a specific college-recognized organization or program.

Students are permitted to wear no more than one tassel on their mortarboard.

The Registrar maintains a formal list of all approved regalia adornments.

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 Registrar 10 days prior to Commencement.

X. HONORARY DEGREES AND CERTIFICATES

An honorary degree is a degree conferred *honoris causa* ("for the sake of honor") as a

symbolic distinction awarded by the institution to recognize an individual. An honorary degree is not earned through the completion of coursework, credit hours, or other academic requirements.

- a.** LSSC may award an honorary degree to individuals who:
 - 1. 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
 - 2. 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
 - 3. 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:
 - 1. Were enrolled in courses as a degree or certificate seeking student at LSSC within the past year.
 - 2. Have completed at least 25% of their declared academic program at LSSC.
 - 3. Have a minimum 2.0 cumulative and LSSC GPA.
- c.** Process to nominate individuals for honorary or posthumous honorary degrees and certificates:
 - 1. 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.
 - i. Supporting materials may include letters of support from well-known community leaders, 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.
 - 2. 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 to the Office of the President.
 - 3. The College President will review the nominations and will provide a list of potential nominees to the District Board of Trustees for approval.
 - 4. Honorary degrees and certificates will be presented and dated as of the commencement dates established by the academic calendar.
 - 5. Current employees of the Florida College System are not eligible for this honor.
- d.** The College President reserves the discretion to modify, waive, or supplement the process and requirements outlined in this section when circumstances warrant in the best interest of the institution. Any honorary degree awarded pursuant to such discretion remains subject to approval by the District Board of Trustees as required by this policy.

NEW: 12/12/2017

REVISED: 03/03/2025, 07/07/2026