

ADMINISTRATIVE RULE NO: 4020-13
RELATED TO POLICY SERIES NO: 4020

TITLE: GRADUATION

To receive a state-approved credential from Linn-Benton Community College, students must complete the appropriate coursework and meet the following standards:

- A. General Credential Requirements (applies to degrees, certificates and diplomas)
1. Be admitted to the college.
 2. Apply to graduate within one calendar year from the date the requirements for the credential were completed.
 3. Complete requirements listed on a graduation worksheet from any of the last five catalog years in which at least one credit was earned at LBCC. Credential requirements may not be combined from multiple catalog years.
 4. Meet all graduation requirements of the credential program.
- B. Degrees
1. Students must earn a minimum of 24 LBCC credits (12 for the AAOT) of which at least 15 (8 for the AAOT) must be in their major field. (The second part of this requirement may be waived in some instances.) No credits granted for prior learning can be applied toward meeting this requirement.
 2. At least 24 (12 for the AAOT) of the student's last 35 credits must be earned at LBCC.
 3. Students must have a 2.00 accumulative GPA.
 4. Complete a minimum of 70% of all credits attempted. Grades of F, NP, Y, IN, WP, and W are non-completion grades.
 5. To earn more than one degree or to major in more than one field, the student must complete an additional 24 credits for each program beyond those required for the first degree.
 6. Apply no more than 24 credits for prior learning to meet requirements.
 7. The maximum number of P credits allowed is 16, not including those with an obligatory P grade.

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C. Two-Year Certificate

1. Students must earn at least 24 LBCC credits towards the certificate. No credits granted for prior learning may be applied towards meeting this requirement.
2. Students must have a 2.00 GPA based on the LBCC courses completed for the program.
3. The maximum number of P credits allowed is 16, not including those with an obligatory P grade.

D. One-Year Certificate

1. Students must earn at least 12 LBCC credits toward the certificate. No credits granted for prior learning may be applied toward meeting this requirement.
2. Apply no more than 12 credits for prior learning to meet requirements.
3. Students must have a 2.00 GPA based on the LBCC courses completed for the program.
4. The maximum number of P credits allowed is 8, not including those with an obligatory P grade.

E. Less-than-one-year Certificate

1. Students may apply only LBCC credits towards the certificate.
2. No credits for prior learning may be used to meet requirements.
3. Students must have a 2.00 GPA based on the LBCC courses completed for the program.

F. Diplomas

1. Satisfy proficiency in reading, writing, and math.
2. Student must earn at least 3 LBCC credits (not including College Now or advanced placement credits).
3. All LBCC courses applied to the diploma must have been completed with a C grade or higher.
4. No credits for prior learning may be used to meet requirements.

G. Apply for graduation by the end of the second week of the term in which the student intends to receive a credential. Official transcripts from other educational institutions with transfer credits to be used toward the credential must be received in the

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Admissions Office by the end of the second week of the term and accompanied by a Transfer Credit Evaluation request form.

- H. Complete the graduation worksheet for the desired credential with an advisor. An official graduation evaluation will be completed using the worksheet. The appropriate division dean must have signed the worksheet for final approval of any program course substitutions or waivers. Submit the completed and signed worksheet with the Graduation application to the Admissions/First-Stop Center.
- I. Students may petition for a waiver of a specific graduation requirement. The Degree Waivers Committee processes petitions about exceptions or waivers of general or degree requirements. The program advisor and division dean determines exceptions or waivers for certificate requirements.
- J. The awarding of a credential becomes official only when graduation information has been posted to the transcript.

DATE OF ADOPTION: 08/13/84

DATE(S) OF REVISION(S): 01/08/85; 06/18/85; 02/21/95; 10/03/95; 03/15/05;
03/20/07

DATE OF LAST REVIEW: