GRADUATION REQUIREMENTS

Students who have fulfilled all requirements for their declared program(s) of study may be automatically awarded their degree or credential, effective for the term in which all requirements are completed.

Because LCCC automatically awards certificates and degrees, maintaining accurate records regarding program of study, name, and primary address are very important. Be sure to check your name and address for accuracy within MyCampus.

Students who do not wish to be awarded the certificate or degree they have earned must notify the Office of the Registrar or their advisor before the end of the semester in which they will be completing the requirements.

The Ohio Department of Education (ODHE) defines the bachelor degree program length as a minimum of 120 semester credit hours and an associate degree program length as a minimum of 60 semester credit hours. LCCC adheres to all ODHE program guidelines for its degrees, majors, and certificates.

Universal Requirements for a Bachelor of Applied Science Degree

1. Earn a minimum of 120 hours of credit, exclusive of college preparatory courses, with a total cumulative average GPA of 2.0 or higher in both the degree area and on all graded coursework.
2. Successfully complete at least 30 LCCC credit hours, exclusive of college preparatory courses, Credit by Examination, Prior Learning Assessment credits, and transfer credits.
3. Complete a minimum of 30 semester hours of upper-division courses (300- or 400-level).
4. Complete the requirements of the bachelor of applied science program as outlined.
5. Complete all incomplete (I) coursework.
6. Complete a Graduation Candidacy Request and submit it to the Enrollment, Financial, and Career Services no later than Friday of the eighth week of the semester in which graduation requirements will be completed or anytime during the preceding semester.
7. Attend the May commencement exercises when possible. Caps and gowns must be picked up in the Bookstore during the published dates/times prior to Commencement.
8. Students who have not completed a graduation candidacy request but meet all qualifications to graduate at the end of a semester may be automatically graduated effective the following term. Students will graduate based on the declared program of study recorded in LCCC's Student Information System.

Universal Requirements for an Associate Degree

1. Earn a minimum of 60 semester hours of credit, exclusive of college preparatory courses, with a total cumulative grade point average of 2.0 (C) or higher in both the degree area and on all graded coursework which includes SDEV 101 (College 101) and ENGL 161 (College Composition I or earlier equivalents for students admitted before fall semester 1998).
2. Successfully complete at least 15 LCCC credit hours, exclusive of college preparatory courses, Credit by Examination, Prior Learning Assessment credits, and transfer credit, with at least a 2.0 (C) cumulative point average at the College.
3. Complete the requirements of one of the degree programs as outlined.
4. Complete all incomplete (I) work.
5. Complete an application for an associate degree (graduation candidacy request) and submit it to the Enrollment, Financial and Career Services division no later than Friday of the eighth week of the semester in which graduation requirements will be completed or anytime during the preceding semester.
6. Attend the May commencement exercises when possible. Caps and gowns must be picked up during the published dates/times prior to Commencement in the Bookstore.
7. Students who have not completed a graduation candidacy request but meet all qualifications to graduate at the end of a semester may be automatically graduated, effective the following term. Students will graduate based on the declared program of study recorded in LCCC's Student Information System.

The College will award one diploma per student for an earned associate of arts or associate of science degree. Any student may pursue any number of areas of concentration in the associate of arts or associate of science degree area but can receive no more than one associate of arts and one associate of science diploma from LCCC.

Universal Requirements for a One-Year Technical Certificate

1. Earn a minimum of 30 semester hours of credit with a total cumulative GPA of 2.0 (C) or higher in both the certificate area and all graded coursework.
2. Successfully complete at least 8 LCCC credit hours, exclusive of college preparatory courses, Credit by Examination, Prior Learning Assessment credits, and transfer credit, with at least a 2.0 (C) cumulative point average at the College, and be officially registered in the College during the final semester.
3. Complete the requirements of one of the certificate programs as outlined.
4. Complete all incomplete (I) work.
5. Complete an application for a one-year technical certificate (graduation candidacy request) and submit it to the Enrollment, Financial and Career Services division no later than Friday of the eighth week of the semester in which graduation requirements will be completed or anytime during the preceding semester.
6. Attend the May commencement exercises when possible. Caps and gowns must be picked up in the Bookstore at least one week prior to Commencement.
7. Students who have not completed a graduation candidacy request but meet all qualifications to graduate at the end of a semester may be automatically graduated, effective the following term. Students

will graduate based on the declared program of study recorded in LCCC's Student Information System.

Universal Requirements for a Short-Term Technical Certificate

1. Complete all required hours of coursework (16-29) for the specific short-term technical certificate.

2. Successfully complete at least 1 course in the certificate, exclusive of SDEV, or completion of 10 LCCC credit hours, exclusive of college preparatory courses, Credit by Examination, Prior Learning Assessment credits, and transfer credit, with at least a 2.0 (C) cumulative point average at the College, and be officially registered in the College during the final semester.

3. Have an earned cumulative GPA of 2.0 or higher at LCCC.

4. Complete all incomplete (I) coursework.

5. Complete an application for a short-term technical certificate (graduation candidacy request) and submit it to the Enrollment, Financial and Career Services division no later than Friday of the eighth week of the semester in which graduation requirements will be completed or anytime during the preceding semester.

6. Students who have not completed a graduation candidacy request but, at the end of a semester, meet all the requirements of a short-term technical certificate may be automatically graduated effective the following term. Students will graduate based on the declared program of study recorded in LCCC's Student Information System.

Universal Requirements for Completion Certificates

1. Complete all required hours of coursework for the specific completion certificates.

2. Successfully complete at least 1 course in the certificate, exclusive of SDEV, or completion of 10 LCCC credit hours, exclusive of college preparatory courses, Credit by Examination, Prior Learning Assessment credits, and transfer credit, with at least a 2.0 (C) cumulative point average at the College, and be officially registered in the College during the final semester.

3. Have an earned cumulative GPA of 2.0 or higher on all required certificate coursework.

4. Complete all incomplete (I) coursework.

5. Complete an application for a certificate of completion and submit it to the Enrollment, Financial and Career Services division no later than Friday of the eighth week of the semester in which graduation requirements will be completed or anytime during the preceding semester.

6. Students who have not completed a graduation candidacy request, but at the end of a semester, meet all the requirements of a completion certification may be automatically graduated effective the following term. The student will graduate based on the declared program of study recorded in LCCC's Student Information System.

Graduation and Completion

Students who have fulfilled all requirements for their declared program(s) of study may be automatically awarded their degree or credential, effective for the term in which all requirements are completed.

Because LCCC automatically awards certificates and degrees, maintaining accurate records regarding program of study, name, and primary address are very important. See related policy on Program of Study - Change of Major (http://catalog.lorainccc.edu/admissions-enrollment/) and be sure to check your name and address for accuracy within MyCampus.

Students who do not wish to be awarded the certificate or degree they have earned must contact the records office (records@lorainccc.edu) before the end of the semester in which they will be completing the requirements.

Graduation with Honors

To qualify for graduation with honors, a student must have an overall cumulative GPA of 3.5 for all courses taken at LCCC, exclusive of college preparatory courses. This GPA will then be recalculated to include the original grades for all forgiven and repeated courses and all grades from all institutions where the student was previously enrolled, exclusive of college preparatory courses, to determine eligibility for graduation with honors. An overall cumulative GPA of 3.5 for all courses included in this recalculation is **REQUIRED** for graduation with honors. A student deemed ineligible for honors designation has the right to appeal in writing to the Committee on Scholastic Standing. Appeals must be received no later than six weeks after the student's date of graduation.

Course Substitutions and Waivers

Students may initiate a petition for a substitution or waiver of published degree or certificate requirements. These requests can be initiated through an academic advisor, and will be reviewed and determined by the faculty member or coordinator responsible for the oversight of the student's program of study. Course substitutions and waivers, when approved, apply only to the student's program of study at the time of the approval (for example, a student who changes their program of study may need to have their course substitution or waiver approval re-evaluated against the new program of study's requirements).

Substitution - The use of an alternative course for a specific program to meet the degree requirements. Courses substituted do not waive/ replace pre-requisites for any courses within the degree and the total credit hours for the program still must be met.

Waiver - Allows a student to not take a course within the degree program at all. A course waiver can be used towards an institutional requirement, but not state requirements, and total credit hours required of the program must still be met.