

# PREPARING TO GRADUATE

The following requirements must be met by students planning to graduate from LSSC:

1. Complete the course requirements for the desired degree or certificate for the catalog year under which the student plans to graduate.
  - a. For non-exempt students (<https://lssc-public.courseleaf.com/admissions-records-registration/placement-testing/>), this includes successful completion of all required developmental coursework.
2. Make an appointment for a preliminary graduation check with an Academic Advisor. This should be completed the semester prior to when the student plans to graduate. Although advisors complete preliminary graduation checks, the official graduation check is performed by the Registrar's Office once the student has applied for graduation. Until the final check is performed, LSSC is not able to verify eligibility for graduation. It is the student's responsibility to ensure that they have fulfilled all graduation requirements. Advising appointments can be made under the Student Resources card in myLSSC (<https://my.lssc.edu/>).
3. Complete the online Graduation Application for each degree and/or certificate and submit it prior to the graduation application deadline for the semester in which the student plans to graduate. Deadlines are posted in the Academic and Registration Calendar (<https://www.lssc.edu/academics/academic-calendar/>) and the Graduation Application is available under the Student Links card in myLSSC (<https://my.lssc.edu/>).
4. To be eligible to participate in LSSC's Commencement Ceremony, all students must purchase and wear the appropriate graduation regalia (cap and gown). Information about regalia is sent directly to students in advance of the ceremony and also posted on our Commencement website (<https://www.lssc.edu/student-resources/registrar/commencement-ceremony/>).
5. Satisfy all financial obligations. Students can check their account under the Student Links card in myLSSC.
6. Submit all official high school and college transcripts for all classes taken at another institution while attending LSSC. All final grades must be posted on the official transcripts.
7. Have a minimum 2.0 cumulative and LSSC GPA to be eligible to graduate.
8. Students must complete 25% of each program's total credit hours at LSSC. For example, a 60-credit hour program requires at least 15 credit hours to be completed through LSSC.

LSSC participates in facilitated graduation. Facilitated graduation is the degree auditing process that identifies students at or past completion, and automatically awards credential(s) to those that qualify on a designated timeline. Facilitated graduation ensures that students are automatically graduated upon completing all degree requirements. Students will have their diplomas mailed to the address on file. Students will receive communication via Lakehawk Mail and will have the option to opt out of the automatic process within the time frame listed in the email.

All requests for a LSSC transcript should be made by the student through myLSSC. To request a transcript that includes a degree or certificate statement for the current term, the student must choose the "Hold until current semester degrees have been awarded" option. Once the degree and/or certificate have been awarded at the end of the semester,

transcripts that were requested to be held for the degree or certificate will be processed.

**Note:** Students wishing to retake a course for grade forgiveness must do so prior to earning an A.A., A.S., A.A.S., baccalaureate degree, or a certificate. Grade forgiveness will not be applied after a degree or certificate has been awarded. Students may earn any number of Associate in Science Degrees or Bachelor Degrees as well as one Associate in Arts Degree at LSSC; however, students may not earn the Associate in Arts Degree at LSSC if they have earned an Associate in Arts or Bachelor's Degree from another regionally accredited institution.

## Diploma Information

Diplomas are mailed to the address in myLSSC within 6-8 weeks after the end of each full semester. Prior to submitting the Graduation Application, students should verify their address via myLSSC and update their address accordingly.

## Commencement Ceremony

Commencement is the ceremony that celebrates students anticipated to complete their degree and/or college credit certificate program(s). Students are invited to participate in the Commencement Ceremony if they are within two courses of fulfilling the graduation requirements for their degree or college credit certificate program. Commencement Ceremonies occur in May and December each year. In order to participate in the formal Commencement Ceremony, students must wear the approved LSSC Commencement Regalia in LSSC's approved colors.

Students must submit a Graduation Application via their myLSSC (<https://my.lssc.edu/>) account prior to the posted deadline for the semester in which they plan to graduate.

Students who plan to complete their degree and/or college credit certificate program requirements during the summer semester may choose to participate in either the May or December Commencement Ceremony (pending the student is within two courses of completing their requirements).

Students are eligible to appeal their scheduled ceremony if they are unable to attend. Please contact the Registrar's Office with your appeal.

Participation in the Commencement Ceremony does not guarantee the awarding of a degree or college credit certificate. Official graduation depends solely on the student's satisfactory completion of all program requirements. Graduation is the completion of all degree and/or college credit certificate program requirements that is recorded and posted on the official transcript.

Any group, organization, or program that would like to request new regalia adornments must submit the *Commencement Regalia Adornment Request Form* and supporting documentation prior to the commencement ceremony (Administrative Procedure 4-22 ([https://www.lssc.edu/wp-content/uploads/PRO\\_4-22.pdf](https://www.lssc.edu/wp-content/uploads/PRO_4-22.pdf))). The faculty/staff advisor can complete the form via Workflow. New regalia adornments may be requested for approval through the submission of the Workflow 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. For more information, please contact [registrar@lssc.edu](mailto:registrar@lssc.edu).

For additional information, please visit the Commencement Ceremony website (<https://www.lssc.edu/student-resources/registrar/commencement-ceremony/>).

**Note:** Honors recognition for the Commencement Ceremonies is calculated based on cumulative course work completed from prior semesters. However, the current semester will be included for official graduation honors recorded on diplomas and transcripts.