



ADMINISTRATIVE POLICY

GRADUATION REQUIREMENTS FOR DEGREE AND DIPLOMA PROGRAMS

This policy pertains to employees and students.

A student is eligible for graduation from Fox Valley Technical College's associate degree and technical diploma programs when s/he has fulfilled the following requirements:

- Completion of course requirements of the program curriculum.
- Completion of at least one-fourth (25%) of the total program credits required in the degree or diploma through coursework undertaken at FVTC. The 25% of total program credits must be comprised of a minimum of 25% of the occupational course credits.
- A program cumulative grade point average of 2.0 or better ("C" average); additionally some programs have minimum grade requirements for occupational coursework as specified and published by the program.

Graduation requirements at the time the student registers for the first time in program courses will apply for the entire length of the program enrollment unless the student has a break in enrollment. Students who have a break in enrollment of three consecutive semesters must meet the College's graduation requirements in effect at the time of re-entry. Students in programs which have experienced curriculum modifications will be notified of those curriculum changes and will work with the appropriate College personnel to identify substitute courses, which will facilitate timely graduation. Any exceptions due to extenuating circumstances must be reviewed by the department chair and authorized by the division dean.

Any substitute course(s) acceptable for degree completion must be authorized by the department chair and division dean. For general education courses, these decisions will be made jointly by the program department chair/dean and the general education department chair/dean. If consensus cannot be achieved on acceptable substitute courses, the final decision will rest with the Chief Academic Officer (CAO).

These graduation requirements apply to all programs and all program students. Departments are **not** authorized to establish minimum grade attainment levels for program **courses** (e.g. minimum grade of "C") without the written approval of both the division dean and the Chief Academic Officer (CAO). Such requirements, in effect, become "add-ons" to graduation requirements for students and conflict with the College's overall graduation policy. Specific grade attainment levels may be necessary in some instances, however, where adequately justified. Authorized minimum grade attainment levels for courses must be explicitly stated in the appropriate College publications.

Students may appeal institutional decisions related to graduation requirements and eligibility through the formal academic appeals process.

Adopted: 01/20/1998

Reviewed: 05/03/2022, 08/19/2024

Revised: 03/31/2006, 08/19/2024