

**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: GRADUATION

NUMBER: PRO 4-22

REFERENCE: NONE

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I. Preparing to Graduate

Students planning to graduate must meet the following requirements:

- a. Complete the course requirements for the desired degree or Technical Certificate (program) for the catalog year under which the student plans to graduate.
 - b. Submit the online Graduation Application for each degree and/or Technical Certificate prior to the graduation deadline for the semester in which the student plans to graduate.
 - c. Satisfy all financial obligations to the College.
 - d. Submit all official high school and college transcripts for all classes taken at another institution. All final grades must be posted on official transcripts.
 - e. Complete a minimum of 25% of each program's total credit hours at LSSC.
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- a. Commencement Ceremonies are held in May and December.
 - b. Students who are within two courses of

- e. August graduates may participate in May Commencement if they have two or fewer courses left to complete or they may participate in December Commencement.

III. Diploma Information

- a. Diplomas are mailed to the student's official address designated in myLSSC within 4-6 working weeks after the end of each full semester.
- b. A replacement diploma can be requested at a cost of \$30 per additional diploma.

IV. Academic Honors

- a. Honors may be earned each semester and include:
 - i. 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.
 - ii. 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.
 - iii. A student is able to earn academic honors for both the Dean's List and the President's List.
 - iv. Dean's List and 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' and/or President's office.
- b. Graduation Honors Recognit

- ii. Have completed at least 25% of their declared academic program at LSSC.
 - iii. Had a minimum 2.0 cumulative and LSSC GPA.
 - iv. Have completed approximately 85% of graduation requirements
- c. Process to nominate individuals for honorary or posthumous honorary degrees