POLICY NAME: Graduation Procedure

OTHER DOCUMENTS: Graduation Policy

PROCEDURES:

All baccalaureate candidates must have completed a minimum of 40 credits of coursework at the upper division (300-400) level.

Candidates for a Bachelor of Science degree in an education program must meet the following academic standards in order to qualify for graduation:

1. General scholarship 2.50.
2. Admission to teacher education.
3. Successful completion of student teaching.

Candidates for non-teaching degrees must meet the following academic standards to qualify for graduation:

1. General scholarship 2.00 or greater as determined by the department.
2. Major field 2.00 or greater as determined by each department.
3. Minor field 2.00.

To be eligible for graduation under a four-year curriculum a student must have been in residence at least 2 semesters and must have earned at least 30 semester credits in residence. Some departments may require more than 30 semester credits in residence.

To be eligible for graduation under a two-year curriculum, a student must have been in residence at least 1 semester and at least 20 semester credits must have been earned at St. Cloud State University.

Six semester credits must be earned in residence during the semester immediately preceding graduation.

Transfer students are required to take at least 9 semester credits in their major field and 6 semester credits in their minor fields in residence unless waived by the department.
Students should apply for graduation when they have accumulated approximately 80-90 credits, or near the end of the first semester of the junior year and have been officially accepted into a major program of study. This allows at least two semesters to correct any deficiencies which may be reported by the graduation audit.

Application for graduation must be completed online. Instructions and application details are in the Graduation navigation tab found on the Student Registration & Financial Services webpage along with other important registration dates and deadlines.

Any student completing a major under two of the following degree designations, (B.A., B.A.S., B.S., B.F.A., or B.Mus.) may elect the degree designation of her/his choice.

**Majors or minors earned under the B.E.S. program may only be applied to a B.E.S. degree.**

A student may receive two different degrees at the end of any given semester if the student has earned a minimum of 150 semester credits and has fulfilled all the requirements of both degrees.

Students returning for additional undergraduate work after completing an undergraduate degree at St. Cloud State University will be required to complete a minimum of 30 credits at St. Cloud State University to earn an additional undergraduate degree. Students who complete an additional major but do not earn 30 semester credits after the first Baccalaureate degree will have an additional major listed on the permanent record (academic transcript).

All 30 credits must be earned in residence unless the department requests that, for good reason, this requirement be waived. If less than 30 credits are earned, the major will be recorded but no new diploma will be issued or degree designated.

Students returning for additional undergraduate credit may receive two diplomas for the same degree. The permanent record will list the student's degree(s), major(s), minor(s), and area(s) of emphasis within the major or minor, if any.

**Graduation with Honors**

Students who complete an associates or baccalaureate degree program will be graduated with honors in accordance with the following:

**Cum Laude** – Awarded to graduates who achieved a grade point average of at least 3.250 but less than 3.500.
Magna Cum Laude – Awarded to graduates who achieve a grade point average of at least 3.500 but less than 3.750.

Summa Cum Laude – Awarded to graduates who achieve a grade point average of at least 3.750.

Only course work completed at St. Cloud State University or through an approved off-campus program will be used to determine academic honors. To be eligible for consideration, graduates of associate degree programs must have been in residence for at least 1 (one) semester and have completed a minimum of 30 credits at St. Cloud State University graded A-F; graduates of baccalaureate degree programs must have been in residence at least 2 (two) semesters and have completed a minimum of 40 upper division (300-400) credits at St. Cloud State University graded A-F.

Academic Transcripts

A copy of the student academic transcript may be requested by completing a Request for Transcript Form. Transcript request may be submitting by mail or in person to the Office of Records and Registration. Transcripts are also available online through the National Student Clearinghouse using the link from the Student Registration & Financial Services webpage. There is a fee for an official SCSU transcript. Current fee details are listed on Student Registration & Financial Services webpage - click on the “Transcripts” button.

If a student currently has an outstanding financial obligations to the University, your transcript request will not be processed and the request will be returned.

Commencement Ceremonies

Two university commencement ceremonies are conducted each year. Spring commencement is held at the end of the spring semester, typically in mid-May. Fall commencement is held at the end of the fall semester, typically in mid-December.

A commencement ceremony for summer session graduates is not available. A student may choose to walk in the spring or fall ceremony depending on the department’s guidelines.

Instructions will be received from the Office of Records and Registration regarding commencement exercises. Gowns, permanent caps and hoods may be purchased from
the Husky Bookstore and are required for participation in graduation ceremonies. Additional graduation/commencement related items including invitations are available for purchase through the Husky Bookstore.

**POLICY OWNER:** Provost and Vice President for Academic Affairs

**PROCEDURE CONTACT:** Office of Records and Registration

**EFFECTIVE DATE:** July 1, 2013

**OTHER DOCUMENTS:** Graduation Policy

**REVISIONS:**

April 11, 2014: Upper division credit requirements changed to reflect changes to MNSCU Board Procedure 3.36.1.

August 1, 2014: Procedure for earning additional undergraduate degree(s) amended.

March 9, 2016: Application for Graduation link updated. Language amended to reflect online application process.

July 29, 2016: Transcript application fees and language updated. Hyperlinks fixed