

# GRADUATION REQUIREMENTS

You **must** apply to Graduate. Apply one semester before your expected date of graduation to ensure you are on track to complete your program requirements.

Application for Graduation (<http://washtenaw.my.salesforce-sites.com/form/?formid=217915>)

Application deadlines are available on the WCC website (<https://www.wccnet.edu/learn/graduation/>).

Once we receive your graduation application, we will run a DegreeWorks audit and you will receive an audit letter within two weeks to help you understand what classes you may still need to complete your certificate or degree.

To run your own DegreeWorks audit, follow the steps below:

1. Go to WCC Gateway for students (<https://www.wccnet.edu/mywcc/>)
2. Click on DegreeWorks tile
3. Login using your netID and password

If you have questions about your graduation application, please contact us at [degreeworks@wccnet.edu](mailto:degreeworks@wccnet.edu).

There is one annual Commencement Ceremony in May, for the academic year of December through August. The date awarded depends on when you complete your certificate or degree requirements and apply for graduation.

## Associate's Degree Requirements

To be eligible for graduation with an associate degree from Washtenaw Community College you must meet all of the following requirements:

1. Fulfill all prescribed course and credit hour requirements of your specific program. (See Programs of Study Section (<https://catalog.wccnet.edu/current/academic-pathways/>) for specific requirements.) A minimum of 60 credits is required for a degree. Courses numbered below 100 do not count toward degree completion.
2. Complete a minimum of 15 residence credits (Washtenaw Community College credits) toward completion of each degree pursued. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Complete the General Education Requirements as specified for the type of degree for which you are applying. See General Education Requirements (<https://www.wccnet.edu/learn/gened-requirements/>) in the Curriculum section for details.
4. Earn a minimum cumulative grade point average of 2.0 and if applicable, any minimum GPA specified in your program.
5. Meet all financial and library obligations to the College.
6. File an Application for Graduation form (<https://washtenaw.my.salesforce-sites.com/form/?formid=217915>).
7. To be eligible for an additional associates degree, students must have an applicable 15 additional in residence (taken at WCC) credits that were not used in any previous degree(s).

## Certificate Requirements

To be eligible for graduation with a Certificate from Washtenaw Community College you must meet all of the following requirements:

1. Fulfill the prescribed requirements of your specific certificate program including courses, credit hours, and/or hours of attendance. (See Programs of Study Section (<https://catalog.wccnet.edu/current/academic-pathways/>) for specific requirements.) Courses numbered below 100 do not count toward graduation for the Certificate. Courses numbered 051 and below do not count toward graduation for the Certificate of Completion.
2. Complete a minimum of 50% of the total credits required in "residence" (meaning they must be taken at WCC) for each certificate pursued except for the Certificates of Completion, which requires that all credit hours be completed as residence credit. Credit for prior learning, including credit by exam and transfer credit, may not be used as residence credit.
3. Earn a minimum cumulative and program grade point average (GPA) of 2.0 and, if applicable, any minimum GPA specified in your program.
4. Meet all financial and library obligations to the College.
5. File an Application for Graduation form (<https://washtenaw.my.salesforce-sites.com/form/?formid=217915>).
6. To be eligible for an additional certificate, students must have an applicable 9 additional in residence (taken at WCC) credits that were not used in any previous certificate(s).

## Selecting the Program Year for Meeting Graduation Requirements

In meeting program requirements for graduation, you must complete your program based on the requirements in effect for a particular academic year.

You may use the program requirements in effect during the academic year in which you:

- Started taking classes
- Initially enrolled in your program (if the program is still active)
- Changed your program
- Completed your program

You can find the different academic years (<http://www.wccnet.edu/learn/graduation/program-year.php>) on your program page (<http://www.catalog.wccnet.edu/current/academic-pathways/>).

**Note:** Returning students who have not taken classes at WCC for 2 or more academic years must meet the program requirements in effect at the time they are readmitted.

## Discontinued programs

When a program is discontinued, you are given 3 years to complete the program, after which you must change to a different program. If you change programs, you should see an academic advisor to select appropriate courses and make course substitutions as necessary.

## Course Substitutions

Courses required for a program of study may be substituted by other courses only with the approval of your academic advisor and the appropriate division dean. If you are seeking a course substitution, please make an appointment with your academic advisor to begin the process.

Once your advisor and the dean have signed off, the form will be filed with the Student Records Office and the requirement will be updated in your DegreeWorks.

## **Waiver of Program Requirements**

Under extreme circumstances, a required course may be waived with the approval of your academic advisor, the division dean, and the vice president for instruction. Please meet with your academic advisor to see if you meet the qualifications.