

# GRADUATION

## Planning for Graduation

Students are encouraged to meet regularly with their advisor to develop a plan for graduation. They can track their degree progress and timeline through the Self-Service Toolkit in myCWI.

**NOTE: CWI recognizes only one declared major; however, students may earn two or more degrees and/or certificates simultaneously, providing students complete the catalog requirements for each program.**

## Applying for Graduation

To be considered for graduation, students must apply for graduation. Students should submit the graduation application within one semester of completing the requirements for their chosen degree or certificate.

Students can apply for graduation online through myCWI. Graduation applications must be submitted by the census date of the student's intended graduation semester (see Academic Calendar).

After the census date, the Registrar's Office will review the application. Once the review is complete, the student will be notified of their candidacy status. To be considered an eligible candidate, the student must be verified as being on track to complete all requirements by the end of the semester.

CWI confers degrees and certificates at the end of each semester - fall, spring, and summer. At the end of the semester, the degree and/or certificate will be conferred, and the diploma will be issued if all graduation requirements have been met.

**NOTE: Students must apply for graduation whether or not they plan to participate in the commencement ceremony.**

## Graduation Requirements

### MINIMUM GPA REQUIREMENT

An overall GPA of 2.0 is required to graduate with a degree or certificate. Refer to the Grading Policies catalog page for more information.

### GRADUATION RESIDENCY

Students must complete at least twenty percent (20%) of the credits required for a certificate or degree at CWI to be eligible for graduation.

## Catalog Policy for Graduation

CWI publishes a new catalog each academic year, beginning in the fall and continuing through the spring and summer semesters. Students pursuing a degree or certificate are evaluated based on the graduation requirements outlined in the catalog in effect when they matriculate or declare their major, typically at the time of initial enrollment.

### CATALOG ELIGIBILITY

Students must meet the following catalog eligibility requirements:

- The student was enrolled in the academic year of the catalog and remained enrolled after the 'Last Day to Drop Classes Without a W' (see Academic Calendar).
- The student has satisfied all program graduation requirements in a single catalog year, as requirements may change from one catalog to the next.

- Students need to follow the catalog in its entirety—they may not elect to follow different catalogs for their college requirements, general education requirements, and major requirements.
- The catalog is no more than five (5) years old.

## CATALOG YEAR CHANGES

### Continuing Students

- If, while enrolled at CWI, a student changes or declares a new major, the student must change to the catalog of the current year at the time of the change in major. The student will be held to the requirements in that year's catalog.
- Students who have maintained "continuous enrollment" or enrolled at CWI for at least one term per academic year have the option of meeting the graduation requirements stated in the catalog in effect under a more current year.
- Changing your declared major or catalog year is completed by meeting with your advisor.

### Returning Students

- Students who lose continuous enrollment status are considered "returning students" and are subject to graduation requirements outlined in the catalog in effect at the time of re-enrollment in a declared major as a degree-seeking student.
- Students must renew their catalog after a non-enrollment period of six consecutive terms (two calendar years).
- Students will be classified as "inactive" in our system after a non-enrollment period of six consecutive terms (two calendar years).

**NOTE: Catalog rights do not exempt students from changes in course prerequisites. Students must follow prerequisites stated in the course descriptions in the current catalog at the time of registration.**

## Graduation with Honors

### HONORS DESIGNATIONS

CWI recognizes the following academic distinctions at graduation based on the [institutional GPA for graduation](#):

- **Summa Cum Laude:** Graduating with highest praise; students who graduate with a 3.90–4.00 GPA.
- **Magna Cum Laude:** Graduating with great praise; students who graduate with 3.70–3.89 GPA.
- **Cum Laude:** Graduating with praise; students who graduate with 3.50–3.69 GPA.

Graduation honors are awarded to students who meet the following criteria at the time of graduation:

- Earning one of the following credentials:
  - Associate Degrees (AA, AS, AAS)
  - Bachelor Degrees (BAS)
  - Advanced Technical Certificates (ATC)
  - Intermediate Technical Certificates (ITC)
  - Basic Technical Certificates (BTC)
  - Specialized Certificates (SC)
  - Academic Certificates (AC)
- Having no grades of Incomplete ("I") on their record.

These distinctions appear on a student's final transcript and diploma. Graduation honors are determined based on all completed semesters at the time the degree or certificate is awarded.

### **HONORS AT GRADUATION CEREMONY**

Since the May graduation (commencement) ceremony occurs before spring grades are finalized, honors recognition for spring graduates at the event is based on the institutional GPA from the student's most recently completed semester.

Eligible graduates may wear gold cords during the ceremony.