

# Dixie State University Policy

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## 524 Graduation



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### **I. Purpose**

- 1.1 Dixie State University (DSU) has the right to grant baccalaureate degrees, associate's degrees, certificates of completion, and certificates of proficiency.

### **II. Application for Graduation**

- 2.1 All graduation candidates must complete the appropriate graduation application prior to the published deadlines for the semester in which they will complete requirements and wish to graduate.
  - 2.1.1 Graduation application deadlines for each semester are posted in the University catalog.
  - 2.1.2 A non-refundable graduation fee is required.
- 2.2 Students must be approved for graduation by the appropriate advisor.
- 2.3 Students who complete degree or certificate requirements will receive the appropriate award after the semester has ended, grades have been posted, and the transcript has been verified.

- 2.4 Students have 30 days after the last day of final exams in their graduation semester to complete all program and degree requirements, including resolution of any incomplete (“I”) grades. Students who do not complete requirements within that time frame will be required to reapply for graduation in a subsequent semester and will be assessed a new non-refundable graduation fee.

### III. Requirements for Graduation

#### 3.1 Institutional Residency

- 3.1.1 An associate’s degree requires that a minimum of 20 semester hours of credit be completed at Dixie State University.
- 3.1.2 A bachelor's degree requires that a minimum of 30 semester hours of upper- division credit be completed at Dixie State University.
- 3.1.3 Credits contributing to institutional residency may not be acquired through examination, vertical credit, or prior experiential learning.

#### 3.2 General Education and Program Requirements

- 3.2.1 General Education requirements are outlined in the University catalog. All bachelor’s and associate’s degree programs other than the Associate of Applied Science require completion of all General Education requirements.
- 3.2.2 Students may fulfill the DSU General Education requirements through any of the following methods:
  - 3.2.2.1 Successful completion of DSU General Education courses, transfer credits that articulate to DSU General Education courses, and/or courses designated as fulfilling the same General Education requirement at another Utah System of Higher Education (USHE) institution.
  - 3.2.2.2 A previously earned Associate of Arts, Associate of Science, or bachelor’s degree from a regionally accredited institution. (Refer to 526 Academic Transfer)
    - 3.2.2.2.1 Students with a previously earned degree from an institution outside USHE who matriculate after July 1, 2010, must meet DSU and Utah Board of Regents minimum standards in American Institutions, English (composition), and Mathematics / Quantitative Literacy.

- 3.2.2.3 A Registrar's Certificate of General Education Completion from a USHE institution.
- 3.2.2.4 Completion of the International Baccalaureate exams and diploma as specified in the University catalog at the time credit is posted.
- 3.2.3 A student must select one of the following sets of program and General Education requirements insofar as the student has catalog rights to do so:
  - 3.2.3.1 Requirements in effect at the time of matriculation into any DSU degree program.
  - 3.2.3.2 Requirements in effect at the time of matriculation into the specific degree program in which the student will graduate.
  - 3.2.3.3 Requirements in effect at the time the student applies for graduation.
- 3.2.4 All requirements for a single degree must be from a single catalog. See Catalog Rights, section IX below.
- 3.3 Academic Requirements for All Degrees / Certificates
  - 3.3.1 To be eligible for graduation from Dixie State University, students must have a cumulative Grade Point Average (GPA) of 2.00 or higher for all University-level courses, including institutional and transfer credits.
  - 3.3.2 Students must achieve a grade of "D-" or higher in each course applicable toward graduation requirements, including the total number of credits required for graduation.
  - 3.3.3 Courses must be numbered 100 (quarter system) / 1000 (semester system) or higher to count toward the total credits earned for graduation.
  - 3.3.4 Individual academic programs may have more stringent GPA and course grade requirements.
- 3.4 Bachelor's Degree Requirement
  - 3.4.1 Completion of a minimum of 120 credits.
  - 3.4.2 Completion of a minimum of 40 upper-division credits.

- 3.4.3 Completion of program and major requirements.
  - 3.4.4 Completion of General Education requirements.
  - 3.4.5 Completion of institutional baccalaureate degree requirements.
  - 3.4.6 Completion of at least 30 upper-division credits at Dixie State University for institutional residency.
  - 3.4.7 The Bachelor of Arts degree requires completion of the Bachelor of Arts Foreign Language requirements listed in the appropriate catalog.
  - 3.4.8 No more than a combined maximum of 15 credits of cooperative work experience, internships, and independent study can be applied toward a baccalaureate degree. (Refer to 528 Independent Study)
  - 3.4.9 No more than 24 credits in courses repeated for credit.
    - 3.4.9.1 Courses listed as “repeatable for credit as topic varies” are not included in this total.
    - 3.4.9.2 Private music lessons will not be included in this total for students graduating with a major in Music.
  - 3.4.10 No more than 30 total credits of cooperative work experience, internship, independent study, and repeatable for credit courses.
  - 3.4.11 Minors may only be conferred simultaneously with a bachelor’s degree. Students earning a minor must submit the request as part of their graduation application. Adding a minor after submitting a graduation application but before graduating may result in additional graduation and/or late fee. Students must fulfill the requirements for the minor according to schedule required for the bachelor’s degree or the degree will be issued without the minor.
- 3.5 Associate’s Degree Requirements
- 3.5.1 Completion of a minimum of 60 credits.
  - 3.5.2 Completion of at least 20 credits at Dixie State University for institutional residency.
  - 3.5.3 Completion of institutional General Education requirements.
  - 3.5.4 The Associate of Arts degree requires completion of the Associate of Arts Foreign Language requirements listed in the appropriate catalog.

- 3.5.5 No more than 12 credits in courses repeated for credit.
  - 3.5.5.1 Courses listed as “repeatable for credit as topic varies” are not included in this total.
- 3.5.6 No more than 20 total credits of cooperative work experience, internship, independent study, and repeatable for credit courses.
- 3.6 Specialized Associate’s Degree Requirements
  - 3.6.1 Completion of a minimum of 68 credits.
  - 3.6.2 Completion of institutional General Education requirements.
  - 3.6.3 Completion of program requirements.
  - 3.6.4 Completion of at least 20 credits at Dixie State University for institutional residency.
  - 3.6.5 No more than 12 credits in courses repeated for credit.
    - 3.6.5.1 Courses listed as “repeatable for credit as topic varies” are not included in this total.
  - 3.6.6 No more than 20 total credits of cooperative work experience, internship, independent study, and repeatable for credit courses.
- 3.7 Associate of Applied Science Degree Requirements
  - 3.7.1 Completion of a minimum of 63 credits.
  - 3.7.2 Completion of program requirements.
  - 3.7.3 Completion of 15 credits of general, non-technical courses, at least nine (9) credits of which must be institutional General Education courses. Institutional requirement courses may contribute to the general course credit total but shall not be counted as General Education courses. The 15 general, non-technical credits must include courses in written communication, computation, and human relations.
  - 3.7.4 Completion of at least 20 credits at Dixie State University for institutional residency.
  - 3.7.5 No more than 12 credits in courses repeated for credit.
    - 3.7.5.1 Courses listed as “repeatable for credit as topic varies” are not

included in this total.

3.7.6 No more than 20 total credits of cooperative work experience, internship, independent study, and repeatable for credit courses.

### 3.8 Certificate of Completion Requirements

3.8.1 Completion of a minimum of 30 credits.

3.8.2 Completion of program requirements.

3.8.3 Completion of courses in written communication, computation, and human relations. These do not have to be institutional General Education courses.

### 3.9 Certificate of Proficiency Requirements

3.9.1 Completion of 16 to 29 credits.

3.9.2 Completion of program requirements.

3.9.3 Legacy certificates that require less than 16 credits may exist. All scholastic and other requirements also pertain.

## **IV. Double Majors: one degree with two majors**

4.1 DSU students in good academic standing may pursue a single degree comprised of two different baccalaureate majors by declaring a major in each academic department once they have earned at least 60 University-level credits.

4.2 If the requirements for both majors are completed, one diploma (either a Bachelor of Science or Bachelor of Arts) listing both majors will be awarded.

4.3 Students may not declare double majors if 50% or more of the curricular requirements in the two majors are the same. Curricular requirements are requirements beyond General Education that a student must complete in order to graduate in that program, including specified elective choices. The restriction refers to program requirements, not specific courses a student completes.

## **V. Simultaneous Degrees: two degrees awarded in the same semester**

5.1 In specific circumstances, students may receive two separate degrees from DSU at the same time if the requirements for both degrees are met.

- 5.2 Students seeking simultaneous degrees must submit a separate application and pay a separate graduation fee for each degree.
- 5.3 Students may not receive simultaneous degrees if 50% or more of the curricular requirements within in the two programs are the same. Curricular requirements are requirements beyond General Education that a student must complete in order to graduate in that program, including specified electives. The restriction refers to program requirements, not specific courses a student completes.
- 5.4 Simultaneous degrees of different levels
  - 5.4.1 Students may receive two degrees of different levels (e.g. an associate's degree and a bachelor's degree) at the same time.
- 5.5 Simultaneous Associate's Degrees
  - 5.5.1 The conferral of a second associate's degree at the same time as the first requires that the second degree title and program be different from the first degree (e.g. Associate of Applied Science in Nursing and Associate of Science).
  - 5.5.2 The conferral of a second associate's degree at the same time as the first requires a minimum of 15 credits beyond the number of credits required for the degree with the highest number of credits.
  - 5.5.3 Students may not receive two general associate's degrees (e.g. Associate of Science and Associate of Arts).
- 5.6 Simultaneous Bachelor's Degrees
  - 5.6.1 The conferral of a second bachelor's degree at the same time as the first requires that the second degree title and major be different from the first degree (e.g. Bachelor of Arts in English and Bachelor of Science in Finance).
  - 5.6.2 The conferral of a second bachelor's degree at the same time as the first requires a minimum of 30 credits beyond the number of credits required for the degree with the highest number of credits.

## **VI. Subsequent Degrees: a second degree earned at DSU after a first degree of the same level was awarded**

### **6.1 Second Associate's Degree**

- 6.1.1 The second associate's degree title and program must differ from the first degree (e.g. Associate of Science and Associate of Applied Science). Students may not receive two general associate's degrees (e.g. Associate of Science and Associate of Arts).
  - 6.1.2 After the first associate's degree was conferred, a minimum of 20 credits must be earned at Dixie State University.
  - 6.1.3 All program requirements must be completed.
  - 6.1.4 All degree requirements must be completed, other than General Education, which will be considered fulfilled by the first degree except in the case of an applied or specialized associate's degree, if the first degree was awarded from a regionally accredited University or university.
    - 6.1.4.1 Students with previously earned degrees from an institution outside the Utah System of Higher Education (USHE) who matriculate after July 1, 2010, must meet DSU and Board of Regents minimum standards in American Institutions, English (Composition), and Mathematics / Quantitative Literacy.
    - 6.1.4.2 Students who previously earned a specialized or applied associate's degree must fully complete the University's General Education requirements in order to receive a non-applied science degree.
- 6.2 Second Bachelor's Degree
- 6.2.1 The second bachelor's major must differ from the first. Students may not receive a second bachelor's degree in the same major, even with a different emphasis.
  - 6.2.2 Students may not receive a subsequent degree if 50% of the curricular requirements in the two programs are the same. Curricular requirements are requirements beyond General Education that a student must complete in order to graduate in that program, including specified electives. The restriction refers to program requirements, not specific courses a student completes.
  - 6.2.3 A minimum of 30 upper-division credits must be earned at Dixie State University after the first bachelor's degree was conferred.
  - 6.2.4 All major requirements must be completed.



6.2.5 All degree requirements must be completed other than General Education, which will be considered fulfilled by the first degree, if the first degree was awarded from a regionally accredited University or university.

6.2.5.1 Students with previously earned degrees from an institution outside the Utah System of Higher Education (USHE) who matriculate after July 1, 2010, must meet DSU and Board of Regents minimum standards in American Institutions, English (composition), and Mathematics / Quantitative Literacy.

## **VII. Completed Degrees**

7.1 Once a certificate or associate's degree has been conferred, the name of the program, and the title of the degree cannot be changed.

7.1.1 Grades earned in achieving a certificate or associate's degree will be used in calculating a baccalaureate GPA. However, a course may be repeated after an associate's degree or certificate was conferred and the most recent grade will be applied to the new cumulative GPA.

7.2 Once a baccalaureate degree has been conferred, no course may be retaken for a new grade, no minor(s) can be added, no grade can be changed, and neither the degree nor the major(s) can be changed.

## **VIII. Financial Obligations**

8.1 In order to graduate, all financial obligations to the University must be cleared.

## **IX. Catalog Rights**

9.1 Students must fulfill all requirements (graduation, degree, General Education, institutional, honors program, and major) from one catalog. Students may not split requirements for a single degree between two or more catalogs. However, requirements for a minor may come from a separate catalog.

9.2 Students who maintain continuous enrollment at Dixie State University have the right to apply for graduation under the General Education and degree requirements listed in the catalog under which they first enrolled as a matriculated student, under the following conditions:

9.2.1 Continuous enrollment is defined as successful completion of at least one credit bearing course each academic year.

9.2.2 Students maintain catalog rights for bachelor's degree requirements,

including General Education requirements, for seven (7) years beginning with the date of matriculation into any DSU degree program. The date of matriculation is not always the same as the date of first admission or enrollment.

9.2.3 Students maintain catalog rights for associate's degree requirements, including General Education requirements, for four (4) years beginning with the date of matriculation into any DSU degree program. The date of matriculation is not always the same as the date of first admission or enrollment.

9.2.4 Students maintain catalog rights for certificate of completion requirements for one (1) year after the date of matriculation into that program.

9.2.5 There are no catalog rights for certificates of proficiency. Students must fulfill all requirements in place at the time of graduation.

9.3 Students may choose to forfeit catalog rights and apply for graduation under the requirements listed in the catalog for the semester in which they will graduate.

## **X. Honors**

10.1 Three types of honors may be conferred upon DSU graduates:

10.1.1 Latin Honors, which are reserved for baccalaureate graduates.

10.1.2 Associate Honors, which are restricted to graduates earning associate's degrees.

10.1.3 Honors Program Graduate designation, for students who have been admitted to and completed requirements for the DSU Honors Program.

10.2 Credits contributing toward minimum GPA and credit requirements for honors may not be acquired through examination, vertical credit, or prior experiential learning.

10.3 Latin and Associate Honors are posted on students' transcripts based on final GPA once all courses and requirements have been completed.

10.4 For students graduating at the end of Spring Semester, only courses that have been graded at the time the graduation application is processed will be considered in the qualification for and calculation of Latin and Associate Honors and valedictorian and student speaker at commencement.

10.4.1 Students graduating at the end of Spring Semester will be listed in the commencement program as having received Latin or Associate honors only if they were eligible for honors at the time the graduation application was processed.

10.4.2 Honors earned at the date students actually complete program requirements will be posted to both transcripts and diplomas.

## 10.5 Latin Honors

10.5.1 The distinction of Latin honors is reserved for baccalaureate graduates, according to the following standards:

10.5.1.1 Summa cum laude shall be granted to those students whose cumulative GPA is at least 3.95.

10.5.1.2 Magna cum laude shall be granted to those students whose cumulative GPA is at least 3.80.

10.5.1.3 Cum laude shall be granted to those students whose cumulative GPA is at least 3.65.

10.5.1.4 Students who will have completed a minimum of 48 credits at Dixie State University at the time of graduation are eligible for Latin honors.

## 10.6 Associate Honors

10.6.1 Associate Honors are awarded to recipients of associate's degrees according to the following standards:

10.6.1.1 High honors are awarded to students whose cumulative GPA is at least 3.75.

10.6.1.2 Honors are awarded to students whose cumulative GPA is at least 3.50.

10.6.1.3 Students who will have completed a minimum of 30 credits at Dixie State University at the time of graduation are eligible for honors conferred with an associate's degree.

## 10.7 Honors Program

10.7.1 Associate's and bachelor's degree graduates fulfilling Honors Program requirements will have their transcripts marked "Honors Program

Graduate". Information about admission to the Honors Program and Honors Program graduation requirements can be found in the University catalog.

## **XI. University Valedictorian**

- 11.1 The University valedictorian will be selected from among the top Latin honors graduates, as determined by GPA, in each baccalaureate program during the current academic year. The valedictorian designation will not appear on official University transcripts.
  - 11.1.1 Eligibility to be valedictorian is limited to graduation applicants who submit complete graduation applications by the deadline and who have completed 48 credits at Dixie State University at the time their applications are processed.
  - 11.1.2 If two or more graduates in a major have the same GPA, the academic department will be asked to select one candidate for valedictorian.
  - 11.1.3 For the purposes of University valedictorian selection, each major includes all subsidiary emphases and secondary education teaching graduates.
  - 11.1.4 Valedictorian candidates may be required to submit an application and/or complete a personal interview.
  - 11.1.5 Academic Council has final approval of the University valedictorian.
  - 11.1.6 The Dean of each school may designate one or more of the Latin honors graduates valedictorian or co-valedictorian for a specific major or for that school.

## **XII. Associate Student Speaker**

- 12.1 The University associate student speaker will be selected from among the top 1% of associate honors graduates, as determined by GPA, of those graduating with an associate's degree in the current academic year. The associate speaker designation will not appear on official University transcripts.
  - 12.1.1 Eligibility to be associate student speaker is limited to graduation applicants who submit completed graduation applications by the deadline and who have completed 30 credits at Dixie State University at the time their applications are processed.
  - 12.1.2 Associate student speaker candidates may be required to submit an

application and/or complete a personal interview.

- 12.1.3 Academic Council has final approval of the University associate student speaker representing associate's degree graduates.
- 12.1.4 The Dean of each school may designate one or more of the top 1% of associate honors graduates, as determined by GPA, as associate student speaker(s) for that school.

### **XIII. Commencement**

- 13.1 Students may graduate at the end of any semester, but the commencement ceremony is held at the end of spring semester.
- 13.2 Students who will not complete requirements by the end of spring semester may participate in that semester's graduation ceremonies and activities under the following conditions:
  - 13.2.1 Student must have 9 (nine) or fewer credits remaining to complete graduation requirements and will complete these requirements during the summer semester.
  - 13.2.2 Students who have not completed all requirements 30 days after the end of Summer semester will be required to reapply for graduation in a subsequent semester and will be assessed a new non-refundable graduation fee.
  - 13.2.3 Summer graduates will not be eligible for valedictorian, associate speaker, Latin honors, or associate honors at commencement until the Spring semester following their graduation, even if they chose to participate in commencement exercises prior to their graduation.

### **XIV. Appeals**

- 14.1 Appeals of this policy and the requirements contained therein should be directed to the Academic Appeals Committee, except for appeals of graduation application deadlines, which should be sent to the Exception to Policy Committee.

### **XV. Posthumous Degrees**

- 15.1 Dixie State University may confer a posthumous degree upon a student who is deceased prior to completion of all degree requirements in the program being pursued.

- 15.1.1 The purpose of such an award is to recognize the academic achievement of deceased students and extend sympathy to the families of those students.
- 15.1.2 Such compassion must be balanced with academic and institutional integrity.
- 15.2 To be eligible for the award of a posthumous degree from DSU, students must have met the following conditions:
  - 15.2.1 Students must have been enrolled in DSU classes within the 12-month period prior to death.
  - 15.2.2 Students must have been in good academic standing (minimum 2.0 GPA) at the time of death.
  - 15.2.3 Students must have been matriculated and showing successful progress toward completion of the degree to be awarded.
  - 15.2.4 Students must have completed at least 30 credits at DSU to receive a posthumous associate's degree or at least 60 credits at DSU to receive a posthumous bachelor's degree.
    - 15.2.4.1 Students must have matriculated into a bachelor's degree program to receive a posthumous bachelor's degree.
    - 15.2.4.2 Students who accumulated fewer than 60 credits and/or were not matriculated into a bachelor's degree program are still eligible to receive a posthumous general associate's degree.
  - 15.2.5 The request for a posthumous degree must be made within 12 months of death.

## **XVI. Procedure for Posthumous Degrees**

- 16.1 Approval Process. The process for identifying and considering candidates to be awarded posthumous degrees from Dixie State University shall be as follows.
  - 16.1.1 A dean, upon learning of the death of a Dixie State University student or receiving a request for a posthumous degree, shall ascertain the academic standing of the student.
  - 16.1.2 If the student has met the requirements listed in the University Graduation Policy for a posthumous bachelor's degree, the dean shall send a written request for recommendation to the chair of the

department in which the student was enrolled in a degree program.

- 16.1.2.1 The departmental faculty shall make a recommendation to the dean regarding award of the posthumous degree based on whether, if circumstances had not intervened, the student would have been likely to satisfactorily complete the degree program.
- 16.1.3 If the student has met the requirements listed in the University Graduation Policy for a posthumous associate's degree in general education, the dean will send a written request for recommendation, including appropriate transcripts, to the Faculty Senate President asking for a recommendation regarding award of the posthumous degree.
- 16.1.4 If the student has met the requirements for a posthumous degree and received the approvals listed above, the dean will send a written recommendation regarding award of the posthumous degree to the Vice President of Academic Services.
- 16.1.5 The Vice-President of Academic Services may take into account any external factors, including misconduct or criminal activity on the part of the student, which might impact the University's reputation in awarding a particular posthumous degree. The Vice-President will prepare a recommendation for the President, who will determine if it should be forwarded for Board of Trustees consideration.
  - 16.1.5.1 The Vice President of Academics may request verification of a student's death.
- 16.1.6 If a request for a posthumous degree is denied at any stage in the approval process, the Vice-President of Academic Services or a designee shall notify the original requestor.
- 16.2 Notification and Award. Upon approval by the Board of Trustees, the following procedure will be followed.
  - 16.2.1 The Vice-President of Academic Services or a designee shall contact the student's family, notify the family that a posthumous degree has been approved, and ensure they are receptive toward the degree award and the inclusion of the student's name in the commencement program.
  - 16.2.2 The graduation fee shall be waived.
  - 16.2.3 The posthumous degree will be conferred at the next regularly scheduled commencement exercise.

- 16.2.4 The Registrar shall indicate the posthumous nature of the award on the student's transcript in the following manner: "Degree awarded posthumously."
- 16.2.5 Similarly, both the diploma and the commencement program will indicate the posthumous nature of the award in the following manner: "Posthumous award."
- 16.2.6 At the commencement exercise, a member of the student's family or a representative thereof, may, if desired, receive the diploma.
- 16.3 Extraordinary Circumstances. Cases that do not meet the criteria listed in the University Graduation Policy may be considered by the same approval process if extraordinary circumstances were present.
- 16.3.1 Extraordinary circumstances may include a student who died while carrying out a heroic deed or while participating in a University course or activity, or who had contributed outstanding service to the University.

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