

# ACADEMIC POLICIES

## Graduation

### Graduation Requirements and Catalog Rights

Each academic year commences with the fall semester and includes the spring and summer of the following calendar year. Each catalog is applicable to one academic year. Graduation requirements are subject to change with each catalog. Catalog rights ensure that, although a catalog may change, applicable graduation requirements will always be those delineated in the selected catalog at the time of a student's enrollment.

- Graduation requirements are determined based on the following:
  - **If continuous enrollment is maintained**, students may choose the degree or certificate requirements that are in effect at either the time of entrance into MPC, or any catalog thereafter. Continuous enrollment is defined as having any grading symbol ("A" through "F", "P", "NP", "I", "IP", "EW", "MW", "RD" or "W") for a credit course entered on an official transcript during an academic year.
  - **If there is an absence of at least one academic year and a student returns to MPC**, catalog rights will be reestablished using the current academic catalog determined by the student's semester/term of reentry to the college.
  - **If there is an absence of at least one academic year and a student does not re-enroll at MPC**, the student can choose the degree or certificate requirements from a catalog during their time of continuous enrollment or the catalog requirements in effect at the time of submitting a graduation petition.
- Students must complete general education and major requirements under the same catalog.
- Students planning to use a course to fulfill a CSU-GE or IGETC requirement should confirm that the course is approved for the academic year in which it is taken. If a course is taken before it is approved for inclusion or after it is removed, it cannot be used to meet the requirement for CSU-GE or IGETC. The general education courses may be subject to change each academic year. It is advised that students meet with a counselor regularly to review any changes.
- Students planning to use a course to fulfill an MPC-GE requirement should confirm that the course is approved for the academic year in which it is taken or is included in MPC-GE from their selected catalog.
- Students pursuing an AA or AS (non-transfer) degree may use the MPC-GE, CSU-GE, or IGETC requirements. Students pursuing an AA-T or AS-T (transfer) degree may follow the CSU-GE or IGETC requirements.
- The college reserves the right to change catalog rights or program requirements based upon legal mandate and accreditation standards at any time.
- Requests for an exception to this policy may be addressed by submitting a petition to the Academic Council.

## Graduation Petition

Students who expect to graduate from the College must file a petition to graduate with the Admissions and Records Office. The form is available in the Admissions and Records Office and on the form section of their website.

All external transcripts, military records, advanced placement scores, International Baccalaureate scores, CLEP scores, counselor course evaluations, and any other materials being used to complete graduation

requirements must be on file in the Admissions and Records Office by the following petition deadlines:

Graduation Term	Deadline to Receive Materials (projected dates)
Fall	November 1
Spring	April 15
Summer	July 1

Students are advised to make an appointment with a counselor to evaluate eligibility for the associate degree. A counselor's signature is required on all degree petitions.

## Commencement

Commencement is held once a year, in May or June, at the end of the Spring semester for students who have completed the requirements for their degree any semester during the school year, including the previous summer session.