

# ACADEMIC INFORMATION

This section provides details concerning what each student needs to know about the College's academic expectations. For answers to specific questions about College policies, please contact Enrollment Services at [welcome@cocc.edu](mailto:welcome@cocc.edu) or 541.383.7500.

## GRADING POLICY

End-of-term grades are available via the student's Bobcat Web Account only and will not be mailed or given out over the phone.

Only the grades in the following list may be assigned. All courses graded with a P, NP, W, X, I and IP do not apply to GPA.

To calculate GPA, multiply the number of credits for each course by the grade points for the grade received in that course (grade points listed below). Add these numbers together and divide by the total number of graded credits for that term (include "F" grades and exclude P, NP, W, X, I and IP grades).

### Grade points

A	4.0	outstanding performance
A-	3.7	superior
B+	3.3	excellent
B	3.0	very good
B-	2.7	good
C+	2.3	better than satisfactory
C	2.0	satisfactory
D	1.0	passing

*Note: Courses in which "D" grades are earned may not be used in the AAOT or to fulfill foundational requirements in other certificate or degree programs and may have limitations in specific certificate or degree programs. "D" grades are not considered passing for prerequisite courses.*

F	0	not passing
P		pass: not computed in GPA, applies toward percentage of credits completed, may be awarded only in authorized classes
NP		no pass: not computed in GPA, may be awarded only in authorized classes
W		withdraw: not computed in GPA, must be assigned by Records Office
IP		course in progress
I		incomplete: not computed in GPA, will convert to "F" if requirements of the Incomplete Grade Contract are not met by the end of the following term
X		audit: not computed in GPA, does not meet graduation requirements; not eligible for financial aid

### Pass (P)/No Pass (NP)

"Pass" is interpreted as a "C" or better. The "pass/no pass" option is used for certain courses where it is deemed inappropriate to use the regular grading system. Credits are awarded but not calculated in GPA.

### Challenge course pass/no pass

All challenge examinations will be graded on the "pass/no pass" basis. The standard for a "P" in challenge courses is performance at the level of a grade of "B-" or better. Credits are awarded but not calculated in GPA.

### Withdrawal (W)

Students who withdraw from full-term courses between the eighth week of the term and the Wednesday before finals week will receive a "W" on their transcript. For classes shorter than one quarter, proportional times will be used. Note: Permission of the instructor is required to withdraw from the course. A "W" is not computed in a student's GPA.

### In Progress (IP)

This notation is made on a transcript if the course ends after the normal grading period. At the end of the course, a grade will be entered.

### Incomplete (I)

An Incomplete (I) grade is assigned when a student successfully completes approximately 75 percent of course requirements, but for reasons acceptable to the instructor, the student is unable to complete remaining requirements during the given term. An "I" grade is not a substitution for a failing grade, but indicates that there is a reasonable expectation that the student will pass the course. An incomplete grade will not count toward academic warning, but it may affect Financial Aid and Satisfactory Academic Progress.

Students may request an Incomplete (I) grade by contacting the instructor prior to the end of the term. Students must complete the remaining requirements within one quarter after the end of the original course (Summer term excluded) unless the instructor designates a later completion date. Instructors will submit a grade change to the Admissions and Records office within one week of the student completing the course requirements; if no grade is submitted, it is assumed the student did not complete the requirements and the "I" grade will convert to an "F." Note that if the student has earned a different grade without completion of these requirements, the instructor has the option to submit that letter grade instead.

Students and instructors are strongly encouraged to complete an Incomplete Grade Contract in order to outline remaining requirements. Please see "Incomplete Grade Contract" on COCC's website for more information.

### Audit (X)

Students who want the experience of taking a particular class but do not want to receive college credit may register as audit students in any of the College's courses. Audit students are not required to meet specific course requirements but should participate fully in class activities. If students wish to audit a class, they must indicate so at the time of registration and note the following:

- “X” appears on the transcript.
- “X” is not calculated into a student’s GPA.
- Tuition is the same as classes taken for credit.
- Audited courses do not meet graduation or transfer requirements and are not eligible for financial aid.
- A student may convert “audit” status to “regular” status, and vice versa, before the end of the seventh week of the term for full-term classes.

## GRADING ON ATTENDANCE

With the exception of the College’s administrative withdrawal policy, the individual instructor or department determines grading on attendance in class and/or participation. Instructors requiring attendance in class and/or participation toward the overall grade will outline expectations and procedures in their respective syllabi.

## MIDTERM GRADE REPORTS

Midway through each term, instructors have the option to file grades of “D” and “F” or “NP” for those students whose performance indicates it, including those who are not regularly attending class. It is entirely at the instructor’s discretion to submit or not submit a midterm grade report. If an instructor submits a midterm grade, the student will be sent an email at his/her college email address.

Students must take responsibility for withdrawing if they do not wish to continue in a class.

## DEAN’S LIST

Students enrolled in 12 or more graded credits who receive a term GPA of 3.60 or better will have a Dean’s List notation on their official transcript each term that the GPA is earned. The Dean’s List will also be published each term.

## GRADE CHANGES

The responsibility of assigning grades at COCC is entirely the instructor’s. A student who disputes the final grade (A–F, P, NP) in a course should meet with the instructor to review the grade. If not satisfied, the student may meet with the department chair, who can further review the grade with the instructor. If the student believes that the grade is arbitrary or capricious, the student has recourse through the College’s grade appeal procedure found in the Academic Procedures Manual on the COCC website.

Students who wish a change of grade to or from “W” or “X” must submit a petition directly to Admissions and Records. Requests for grade changes are considered only within one year of the grade being awarded.

## REPEAT GRADE POLICY

As a general rule if a student takes the same course twice, whether at COCC or another institution, only one course may be used to satisfy certificate or degree requirements.

## **INSTITUTIONAL REPEAT POLICY**

If a student repeats a course and both courses were taken at COCC, the most recent course will be calculated in the cumulative GPA and applied toward degree requirements. The original course and grade will remain on the transcript, with an “R” indicating it was later repeated. The original course grade will not be used in the GPA calculation for that term or the cumulative GPA calculation. Students may repeat a course as many times as they wish; however, only the original/first course’s grade will be excluded from the term and cumulative GPA and only the most recent course will be used toward graduation requirements. There is no limit to the number of courses a student may repeat, unless otherwise stated in specific program requirements.

## **TRANSFER REPEAT POLICY**

If a student has repeat courses transferred from another institution, the College will use the following criteria to determine which course applies to needed requirements:

- The most recent COCC course with a grade “C” or better.
- If both courses came from other institutions, the transfer course with the best grade will be selected.
- Some degrees and certificates have specific policies on permissible age of transfer courses. Please refer to the applicable program description.

Courses in music or theater performance, studio art, Cooperative Work Experience and HHP activity classes may be repeated for credit. The grades and credits for such courses will be recorded on the transcript and totaled cumulatively. In some cases, there may be a limit to the number of total credits allowed from those courses when used toward a certificate or degree. There is no limit to the number of courses a student may repeat. If students wish to use the grade repeat policy for music or theater performance, studio art, Cooperative Work Experience and HHP activity classes, they must complete a student petition and submit it to the Admissions and Records office; the course repeat policy will automatically happen for all other coursework.

## ACADEMIC WARNING POLICY

Students are considered to be in good academic standing if they earn a minimum 2.0 GPA each term. Certificate- and degree-seeking students not meeting this requirement receive an academic warning. All students on academic warning will be sent an email to their COCC email address specific to their situation the day after grades are processed; it is the student’s responsibility to monitor their academic standing and complete academic warning requirements in a timely manner.

Academic warning descriptions and requirements are as follows:

### **First Academic Warning**

When students earn less than a 2.0 term GPA, they are placed on First Academic Warning. At this stage, students are strongly encouraged to meet with their advisor prior to registration.

### Second Academic Warning

When students earn less than a 2.0 term GPA for two consecutive terms, they are placed on Second Academic Warning. At this stage, students are required to meet with an academic advisor and complete the Second Academic Warning worksheet. The worksheet must be submitted to Admissions and Records no later than 5 p.m., on Monday of the second week of the following term. If students are preregistered and fail to complete these steps, their registrations will be voided and a full tuition and fees refund issued. (Bookstore expenses may not be refundable.) Second academic warning students will be prevented from registering for one calendar year or until such time as they complete the Second Academic Warning worksheet.

### Third Academic Warning

When students earn less than a 2.0 term GPA for three consecutive terms, they are placed on Third Academic Warning. In order to attend classes, students must complete the Academic Reinstatement petition with their advisor and submit the petition to Admissions and Records no later than 5 p.m., on Monday of the second week of the following term. The Academic Reinstatement Committee will review completed petitions no later than Wednesday of that week. The Committee has three options:

- Approve the petition as is: Students continue attending classes, following the requirements of the petition. If students fail to follow the academic plan or requirements, their registration in classes may be voided and their petition is considered “denied.”
- Approve the petition with revisions: If students fail to follow the revised academic plan or requirements, their registration in classes may be voided and their petition is considered “denied.”
- Deny the petition: If denied, students will not be allowed to continue or register for classes; any current registrations will be voided and a full-tuition/fee refund will be issued. (Bookstore expenses may not be refundable.) Students may petition for reinstatement the following term or cease to attend classes for one calendar year. After one year, students may re-enroll and begin classes as if no academic warnings existed (grades on students’ transcripts remain the same).

All petitions are final and are not subject to appeal unless there is information pertinent to the outcome that was not submitted at the time of the initial request.

*Note: All students on Third Academic Warning are required to participate in an activity (or activities) specifically chosen to address why they received three academic warnings. Depending on circumstances, this could be attending a study skills class or workshop; meeting with a personal counselor to talk about time management, stress management, depression or other personal situations; attending a career counseling workshop or class; or other option recommended by the advisor. If students do not follow through with this activity or activities, they will be dropped from that term’s classes. Financial aid recipients will need to pay back a prorated amount of their funding. See the Financial Aid withdrawal penalty policy.*

If students are preregistered and fail to complete the petition, their registrations will be voided and a full tuition and fees refund

issued, except books. Third Academic Warning students will be prevented from registering for one calendar year or until such time as their Academic Reinstatement petition is approved.

### Fourth Academic Warning

When students earn below a 2.0 term GPA for four consecutive terms, they receive a Fourth Academic Warning and are blocked from all registration in credit classes for one calendar year. After one year, students may re-enroll and start their academic record as if no academic warnings existed. The students’ transcript, however, will remain the same.

Note:

1. Students who do not have an assigned advisor may request one through the CAP Center or Admissions and Records.
2. Students on academic warning may not be self-advised, and students who were self-advised must meet with an advisor.
3. Students may not change advisors while on academic warning.

## TRANSFER CREDIT ARTICULATION

In keeping with the philosophy that college-level knowledge can be validated and documented in various ways, Central Oregon Community College recognizes many educational experiences for credit. A guiding principle of our transfer credit practice is that acceptable transfer credit is applied in the same manner as is COCC credit.

Transfer credits earned at another regionally accredited institution generally will be accepted as they apply to COCC degree requirements. Students who wish to use previous college credits toward a COCC degree should order official transcripts from the previous college. COCC will articulate the transcript toward the certificate or degree listed on the student’s admission application. The articulation will be viewable on GradTracks, COCC’s online degree audit tool.

Limits on college credit transfer are:

- Subject matter may not duplicate that for which credit has previously been awarded in transfer or at COCC.
- Credit awarded by another institution for life experience is not transferrable to COCC.
- Courses which espouse a particular religious view normally do not equate to COCC courses.
- In some cases, science credits more than five years old may not be applicable to specific programs.
- Transfer credit is only considered for courses where a grade (of A, B, C, D, pass, satisfactory) and credit has been awarded. Note that a “D” will not be accepted for the AAOT degree, foundational requirements and for some programs. (See individual program requirements.)
- Students working toward a COCC degree must complete a minimum of 24 COCC credits. Certificate-seeking students must complete a minimum of 18 COCC credits. Challenge, Advanced Placement (AP), College Level Examination Program (CLEP) and Credit for Prior Certification (CPC) credits do not meet this requirement.

**Noncollegiate and nonaccredited institutions**

COCC will evaluate records for Career and Technical Education students from noncollegiate and nonaccredited institutions (such as business and trade schools) under the following guidelines:

- Only coursework that is technical in nature and certificate- or degree-applicable will be evaluated.
- Coursework will be evaluated by the appropriate Career and Technical Education program director.
- Sufficient documentation (transcripts, certificates, course descriptions, etc.) must be submitted to enable an informed review. Documentation must be received directly from the originating institution or program. The American Council on Education (ACE) guides will assist in evaluating the credentials. In some cases, COCC faculty will be consulted for evaluation of a particular credential.
- Material must be equivalent to regular credit courses offered at COCC. Credit is not considered based on what the student “knows,” but on the content of, and recorded achievement in, the course itself.
- Material may not duplicate that for which credit has previously been awarded in transfer or at COCC.

**Advanced Placement exams (AP)**

Credit will normally be awarded following approved guidelines from COCC academic departments. Typically, credit is considered only when it is equivalent to regular course offerings at COCC and when it is not duplicated.

Advanced Placement (AP) will be evaluated at COCC as listed below.

AP Biology, score 4+	BI 101, 102 and 103
AP Calculus AB, score 3	MTH 251
AP Calculus AB, score 4+	MTH 251, 252
AP Calculus BC, score 3	MTH 251, 252
AP Calculus BC, score 4+	MTH 251, 252, 253
AP Chemistry, score 4+	CH 221, 222, 223
AP Comparative Government score 4+	PS 204
AP Comp Science A, score 4+	CS 161
AP Comp Science AB, score 3	CS 161
AP Comp Science AB, score 4+	CS 161, 162
AP Drawing score 4+	4 credits, discipline studies arts and letters
AP Environmental Science score 3+	4 credits, discipline studies, lab science
AP European History, score 3+	HST 101, 102
AP French Language, score 3	FR 101, 102, 103
AP French Language, score 4	FR 103, 201, 202
AP French Language, score 5	FR 201, 202, 203
AP German Language, score 3	GER 101, 102, 103
AP German Language, score 4	GER 103, 201, 202
AP German Language, score 5	GER 201, 202, 203
AP Human Geography, score 3+	GEOG 107
International Baccalaureate (IB) AP Comparative Government score 4+	PS 204
AP Language and Composition, score 3+	WR 121
AP Lit and Comp, score 3+4 credits in one of: ENG 104, 105, 106, 107, 108, 109	
(No writing credits earned with Literature and Comp tests)	
AP Microeconomics, score 3+	EC 201
AP Macroeconomics, score 3+	EC 202
AP Physics 1: Algebra Based, score of 4+	4 credits, PH 201
AP Physics 2: Algebra Based, score of 4+	4 credits, PH 202
BOTH AP Physics 1 & AP Physics 2: Algebra Based, score of 4+	12 credits, PH 201, 202 & 203
AP Psych, score 3+	4 credits, psychology prefix, discipline studies list
AP Spanish Language, score 3	SPAN 101, 102, 103
AP Spanish Language, score 4	SPAN 103, 201, 202
AP Spanish Language, score 5	SPAN 201, 202, 203
AP Statistics, score 4+	MTH 243
AP Studio Art 2D score 4+	4 credits, discipline studies arts and letters
AP Studio Art 3D score 4+	4 credits, discipline studies arts and letters
AP US Government, score 3-5	PS 201
AP US History, score 4+	HST 201
AP World History, score 4+	8 credits, history electives (not discipline studies)

COCC recognizes International Baccalaureate (IB) achievement by awarding credit to students who score 5 or above on Standard or High-level IB exams. A grid outlining how credit will be awarded is maintained on the COCC website. Credit is applied to a student’s record after the student has been admitted to COCC and official transcripts or score reports have been received by the Admissions and Records office.

**CREDIT FOR PRIOR LEARNING**

Credit for Prior Learning (CPL) is defined as credit obtained through evidence-based assessment of learning that occurs outside of traditional college-level coursework. The Northwest Commission on Colleges and Universities limits CPL credits to a maximum of 25% of the credits needed for a degree. COCC awards credit through these types of assessments:

- ACE Credit Recommendation (Military Service, noncollegiate learning)
- College Level Examination Program (CLEP)
- Credit for Prior Industry Certifications
- Institutional Challenge Exams

**ACE credit recommendations**

The American Council on Education (ACE) is a college credit recommendation service that evaluates workforce training and makes suggestions for academic credit. In most cases COCC will accept the recommendations in the National Guide. To be considered for college credit students must submit official ACE transcripts.

The ACE guidelines will be used when considering military credit for courses (not occupations) documented on the DD-214 and/ or other official training documents. Typically, credit is considered only when it is equivalent to regular course offerings at COCC, when it is not duplicated and when it is applicable to a student’s degree requirements.

**College Level Examination Program (CLEP)**

CLEP exams will be evaluated at COCC as listed below. The following scores are listed as minimum.

CLEP Accounting, score 70+	business elective
CLEP American Literature, score 50+	ENG 253, 254
CLEP Biology, score 50+	BI 101, 102, 103
CLEP Calculus with Elem. Function, score 50+	MTH 251
CLEP Calculus with Elem. Function, score 60+	MTH 251, 252
CLEP Chemistry, score 50+	CH 221, 222, 223
CLEP College Algebra, score 50+	MTH 111
CLEP College Mathematics, score 50+	MTH 105
CLEP English Composition	no credit
CLEP English Literature, score 50+	ENG 204, 205
CLEP Foreign Language, (no more than 12 credits per language)	
French: score 50+	FR 101, 102, 103
French: score 59+	FR 201, 202, 203
German: score 50+	GER 101, 102, 103
German: score 60+	GER 201, 202, 203
Spanish: score 50+	SPAN 101, 102, 103
Spanish: score 60+	SPAN 201, 202, 203
CLEP General Exam in Natural Sciences, score 50+	9 non-lab science credits for “additional courses” or electives
CLEP General Math	no credit
CLEP Humanities, score 50+	8 credits, discipline studies arts and letters
CLEP Intro Business Law, score 70+	business elective
CLEP Macroeconomics, score 50+	EC 202
CLEP Microeconomics, score 50+	EC 201
CLEP Principles of Management, score 70+	business elective
CLEP Principles of Marketing, score 70+	business elective

CLEP Sociology, score 50+	SOC 201
CLEP US History I, score 50+	HST 201
CLEP US History II, score 50+	HST 202
CLEP Western Civ I, score 50+	HST 101
CLEP Western Civ II, score 50+	HST 103
CLEP both Western Civ I and II, scores of 50+	HST 101, 102, 103

Students may arrange to take the CLEP tests at the COCC Tutoring Center, 541.383.7539.

### Credit for Prior Certification (CPC)

Students in Career and Technical Education programs may receive credit for prior certification if they have completed a course, training or other program that is taught to state, national or other officially recognized standards. Credit is not awarded for other life experiences. Students interested in receiving credit for prior certification must submit official copies of prior certifications to the Program Director, along with a Credit for Prior Certification request form. Once approved, students will then forward the documentation to the Transcript and Degree Evaluation department in Admissions and Records. If credit can be awarded, the student must pay a \$40/course fee prior to having credits transcribed.

Credits will be posted at the top of the student's transcript in a section titled "Credit for Prior Certification" so as to not be confused with regular COCC coursework. COCC's transcription of credit does not guarantee that the credit will be accepted by another higher education institution. Each institution establishes its own credit for prior certification policy and will evaluate prior certification based on that policy.

Credits transcribed for prior certification may not be used to acquire full-time status or to meet eligibility requirements for any other purpose, such as financial aid, veteran benefits or scholarships. For Career and Technical Education programs, a maximum of 24 credits for prior certification will be awarded for associate degrees; 12 credits for certificates. With the exception of apprenticeship programs, credit for prior certification does not apply toward the minimum 24 COCC credits required to complete a COCC degree; 18 COCC credits for a certificate.

### Challenge courses

Students that have knowledge and experience similar to a particular course may challenge a course and receive credit for that course. Course challenges are subject to the following:

- Students cannot challenge courses at a lower level than ones in which they have already demonstrated competency, nor at a lower level than ones in which the student has already registered.
- Students may not challenge courses which they have already taken.
- Students may not challenge courses in which experiencing the course itself is essential.
- Challenged courses do not apply toward meeting residency requirements for a certificate or degree.
- Challenged courses do not count in determining financial aid eligibility.

In order to assess whether or not the student has a reasonable chance of successfully challenging a course, a student must

receive permission from a faculty member in the subject area and the department chair prior to challenging a course. If approved, the student and department complete the Challenge Petition form. This must be completed by the end of the second week of the term. The challenge paper or final must be completed prior to the end of the term.

Challenged courses are charged the regular tuition rate payable at the time the completed petition is processed through Enrollment Services in Admissions and Records. It is the student's responsibility to schedule challenge examinations with the instructor. The exam may be rescheduled, only at the instructor's discretion, in extraordinary circumstances. A grade of Pass or No Pass is assigned, where a Pass is earned for performance equivalent to a grade of "B–" or better. Students may not rechallenge a course if they do not pass the first attempt. Go to [cocc.edu/general-procedures-manual/academic](http://cocc.edu/general-procedures-manual/academic) and read "Course Challenge" section for complete details.

### Computer Competency requirement

Some COCC associate degrees (AS, AAS and AGS) require students to demonstrate basic computer skills prior to graduation. To meet this requirement, students must successfully complete CIS 120 Computer Concepts, or pass Key Applications and either LivingOnLine or Computer Fundamentals of the IC3 exams.

The IC3 exams may be taken at the COCC Tutoring and Testing Center or any authorized Certiport Testing Center. Locally, appointments can be made through the Tutoring and Testing Center located in the lower level of the Barber Library. A \$35 fee is charged for each test; one free retake is included in the \$35 fee. If a student needs to retake the exam a third time, another \$35 fee is charged.

Passing two of three exams does not provide students with course credit; instead, a notation is placed on the student's record so that the testing may be used to meet degree requirements. By successfully passing all three exams students are eligible to receive 4 credits for CIS 120. To have the 4 credits applied to certificate degree requirements, students must present proof that they have received certification by passing all three exams and follow the Credit for Prior Certification procedures. Students will be charged \$40 to have the credits transcribed.

*Note: CIS courses may be required in some AS or AAS programs and the competency test will not substitute for that requirement. See individual program descriptions for details.*

## INTERNATIONAL CREDENTIALS

International credentials will be evaluated using the following principles:

- Coursework must be completed at a nationally recognized, university-level institution and must be at a level of achievement comparable to COCC's A, B, C and D grades. Note that a "D" will not be accepted for the AAOT degree, foundational requirements and for some programs. See individual program descriptions. The applicability of such transfer credit will be evaluated as is credit from U.S. institutions.

- NAFFSA: Association of International Educators and American Association of College Registrars and Admissions Officers (AACRAO) guidelines will be used in evaluating the credentials.
- The student will pay for any costs associated with international transcript evaluations.

It is the responsibility of each student with transcripts from foreign universities to have the transcript translated (if necessary) and evaluated for acceptance toward a COCC certificate or degree. The student must use a member of the National Association of Credential Evaluation Services. Details on foreign transcript evaluation are available at the COCC Admissions and Records office, Boyle Education Center. English taught outside the United States may not meet COCC's English composition requirement. Degrees from foreign countries do not waive the general education or writing competency requirements.

## GRADUATION

COCC will automatically award certificates or degrees upon completion of the requirements in the student's declared program of study. No application is necessary. Students will be notified of their progress as they approach completion and again after the certificate or degree has been awarded. Students use GradTracks, an online degree evaluation tool, to track their progress to completion and must be sure their academic record accurately represents the catalog/planning year and certificate or degree they are pursuing.

Students who wish to be awarded a certificate or degree that is not their declared program of study must complete the Application for Degree no earlier than their final term. The application is located online at [cocc.edu/admissions/graduation-and-honors/graduation](http://cocc.edu/admissions/graduation-and-honors/graduation).

COCC provides advising toward its certificates and degrees; however, students are ultimately responsible for being informed about degree requirements and for selecting appropriate classes.

### Graduation Requirements

A certificate or degree is awarded when it meets the appropriate course requirements listed in this catalog and the student has met the following guidelines:

- Complete the minimum number of credits required for the degree.
- Earn a minimum 2.0 cumulative grade-point average at COCC.
- Owe no debt to the College.
- Complete at least 24 degree-applicable residency credits for an associate's degree; 18 certificate-applicable residency credits for a certificate.
- Meet at least one of the following criteria:
  1. Students have three years to complete their program under the catalog in which they began or any subsequent catalog.

- a. The student's default catalog year is the year the student is admitted to COCC and the student may graduate under that default catalog year or either of the next two catalog years.
  - b. If the student has a break in enrollment for four consecutive terms, the student must reapply to COCC and the default catalog year will now be the year the student is readmitted.
  - c. The student's choice of catalog years is limited to two catalog years prior to the student's year of graduation. If the student does not graduate within three catalog years of student's admittance, the default catalog year will be updated yearly to the subsequent catalog year.
2. The student transfers back to COCC other college credit and meets degree requirements listed in the current college catalog or the previous two catalog years.

When a student's completion of degree requirements coincides with the last term attended, the degree will be posted in that term. When the student uses transfer credit after an absence from the College, the degree will be posted in the term in which the degree evaluation is successfully completed and when it has been determined that all degree requirements have been met.

### Multiple/concurrent degrees

Students applying for multiple or concurrent degrees must meet the degree requirements outlined above and as listed for each degree on the following pages. For each additional degree, students must complete at least 15 COCC credits that are different from those used for the other degree(s) and are applicable to the additional degree requested and must complete the Application for Degree no earlier than their final term.

### Graduation Honor Roll

Honors will be listed on the transcripts of COCC graduates based on the following cumulative GPA from the end of the term prior to the student's graduation:

3.60–3.74	honors
3.75–3.89	high honors
3.90–4.00	highest honors

Graduates participating in commencement exercises will receive honor cords. Graduates with a 4.00 cumulative GPA will have an asterisk by their name in the annual commencement program.

### Commencement

A commencement ceremony is held once each year in June, following the end of Spring term, for students who have earned a certificate (45 credits or more) or an associate degree. All graduates who have completed their degrees in the previous academic year may participate. Commencement information is sent in April to all students who earned or applied for a degree or certificate. Students wishing to participate in the commencement ceremony must submit participation confirmation in their Bobcat Web Account when made available.

## TRANSFERRING CREDITS TO A FOUR-YEAR UNIVERSITY

As a general rule, Oregon public universities will accept up to 124 lower-division quarter hours of transferrable college credit. It is ultimately the responsibility of the students to know and meet the course requirements of the four-year college or university to which they wish to transfer. Students may obtain assistance from academic advisors.

Grades of A, B or C earned in transfer courses (numbered 100-299) are generally accepted by other colleges; other grades may have limited transferability. COCC has also made arrangements with select programs at four-year colleges and universities for the transfer of certain Career and Technical Education (CTE) courses.

Students seeking a Bachelor of Arts or a Bachelor of Science degree should be aware of world language and other degree or major-specific requirements.

