

Pennsylvania College of Technology

Policy Statement

Title: Graduation Requirements

Number: P 4.11

Approved by:
Presidential Action

Approved Date: 06/1982
Implementation Date: 06/1982
Last Review Date: 11/2024
Last Revision Date: 11/2024

Persons/Departments Affected:
All Students; Registrar's Office

Responsible Department:
Registrar

Definitions:
Enrollment: major(s) that a student has enrolled in.

Degree progress audit: visual representation of student's progression toward enrollment completion.

Cumulative enrollment grade-point average: grade-point average calculated from the time the student entered the active enrollment and all courses that apply from prior enrollments.

Major course grade-point average: grade-point average calculated from courses designated as a major course requirement in the degree progress audit.

Policy:

- I. The successful completion of a graduate program of study, identified as a post-master's certificate program in the official College Catalog, leads to a post master's certificate. To be eligible for a post-master's certificate from the College, students are expected to satisfy the following:
 - A. Complete course requirements in their specific program, as set forth in the official College Catalog. Only courses numbered 500 and above can be applied toward meeting graduation requirements for a post-master's certificate.
 - B. Complete a minimum of 15 graduate-level credits at Penn College.

- C. Complete all course requirements and earn at least a 2.00 cumulative enrollment grade-point average and at least a 2.00 major course grade-point average.
- II. The successful completion of a graduate program of study, identified as a master's degree program in the official College Catalog, leads to a master of science degree. To be eligible for a master of science degree from the College, students are expected to satisfy the following:
 - A. Complete course requirements in their specific program, as set forth in the official College Catalog. Only courses numbered 500 and above can be applied toward meeting graduation requirements for a master of science degree.
 - B. Complete a minimum of 30 graduate-level credits at Penn College.
 - C. Complete all course requirements and earn at least a 2.00 cumulative enrollment grade-point average and at least a 2.00 major course grade-point average.
- III. The successful completion of a five-year program of study, identified as a combined bachelor/master's degree program in the official College Catalog, leads to a combined bachelor/master of science degree. To be eligible for a combined bachelor/master of science degree from the College, students are expected to satisfy the following:
 - A. Complete course requirements in their specific major, as set forth in the official College Catalog. Only courses numbered 500 and above can be applied toward meeting graduation requirements for a master of science degree.
 - B. Complete a minimum of 30 graduate-level credits at Penn College.
 - C. Complete all course requirements and earn at least a 2.00 cumulative enrollment grade-point average and at least a 2.00 major course grade-point average.
- IV. The successful completion of a four-year program of study, identified as a bachelor degree program in the official College Catalog, leads to a bachelor of science degree. To be eligible for a bachelor of science degree from the College, students are expected to satisfy the following:
 - A. Complete course requirements in their specific majors, as set forth in the official College Catalog. Students may substitute courses with prior written permission of the appropriate School administrator. Only courses

numbered 100 and above can be applied toward meeting graduation requirements for a bachelor of science degree.

- B. Complete a minimum of 36 credits at Penn College for coursework prescribed in the final four semesters (spring and fall) of the curriculum sequence, as set forth in the official College Catalog. The calculation will include credits for any summer coursework required within or after the final four semesters. Credit earned by credit by examination, work/life experience, or other applicable advanced credit may be included in the credit minimum if satisfying courses prescribed in the final four semesters of the curriculum sequence.
- C. Complete a minimum of 24 credits at the 300/400 level.
- D. Complete all course requirements and earn at least a 2.00 cumulative enrollment grade-point average and at least a 2.00 major course grade-point average.
- E. Students may enroll in a second bachelor's degree if that curriculum includes *at least* 30 credits of non-duplicated courses that are not part of the first degree. See Dual Degree Policy, [P 4.20](#) for details.
- F. Students may earn up to two academic minors, providing the following requirements are met:
 - i. The student must have completed 12 of the credits required for the minor at Penn College.
 - ii. The student must have completed the required number of credits at the 200 level or higher as set forth in the official College Catalog.
 - iii. The minor(s) cannot be within the same discipline as the declared major (including a dual degree).
 - iv. The minor can be declared no later than the petitioning period in the student's final semester.
 - v. All coursework applied to the minor must be completed with a grade of 'C' (2.0) or higher; pass/fail courses cannot be applied toward a minor.
 - vi. Baccalaureate-degree graduates may re-enroll up to two years after graduation to complete a minor. The completed minor will be indicated on the official transcription; a new diploma will not be issued.
- G. Fulfill all financial obligations to the College. Diplomas will not be issued to students with holds on their records.
- V. The successful completion of a five-year program of study, identified as a bachelor degree program in the official College Catalog, leads to a bachelor of

architecture degree. To be eligible for a bachelor of architecture degree from the College, students are expected to satisfy the following:

- A. Complete course requirements in their specific majors, as set forth in the official College Catalog. Students may substitute courses with prior written permission of the appropriate School administrator. Only courses numbered 100 and above can be applied toward meeting graduation requirements for a bachelor of architecture degree.
- B. Complete a minimum of 36 credits at Penn College for coursework prescribed in the final four semesters (spring and fall) of the curriculum sequence, as set forth in the official College Catalog. The calculation will include credits for any summer coursework required within or after the final four semesters. Credit earned by credit by examination, work/life experience, or other applicable advanced credit may be included in the credit minimum if satisfying courses prescribed in the final four semesters of the curriculum sequence.
- C. Complete a minimum of 48 credits at the 300/400 level.
- D. Complete all course requirements and earn at least a 2.00 cumulative enrollment grade-point average and at least a 2.00 major course grade-point average.
- E. Students may enroll in a second bachelor's degree if that curriculum includes *at least* 30 credits of non-duplicated courses that are not part of the first degree. See Dual Degree Policy, [P 4.20](#) for details.
- F. Students may earn up to two academic minors, providing the following requirements are met:
 - i. The student must have completed 12 of the credits required for the minor at Penn College.
 - ii. The student must have completed the required number of credits at the 200 level or higher as set forth in the official College Catalog.
 - iii. The minor(s) cannot be within the same discipline as the declared major (including a dual degree).
 - iv. The minor can be declared no later than the petitioning period in the student's final semester.
 - v. All coursework applied to the minor must be completed with a grade of 'C' (2.0) or higher; pass/fail courses cannot be applied toward a minor.
 - vi. Baccalaureate-degree graduates may re-enroll up to two years after graduation to complete a minor. The completed minor will be indicated on the official transcription; a new diploma will not be issued.

- G. Fulfill all financial obligations to the College. Diplomas will not be issued to students with holds on their records.
- VI. The successful completion of a two-year program of study, identified as an associate degree program in the official College Catalog, leads to an associate of applied science, associate of arts, or associate of applied arts degree. To be eligible for an associate's degree from the College, students are expected to satisfy the following:
- A. Complete courses required in a specific major as set forth in the official College Catalog. Students may substitute courses with prior written permission of the appropriate School administrator. Only courses numbered 100 and above can be applied toward meeting graduation requirements for an associate's degree.
 - B. Complete a minimum of 30 credits in courses offered at Penn College. Credit earned by credit by examination, work/life experience, or other applicable advanced credit may be included in the 30-credit minimum. At least 18 of the credits completed at Penn College must be for coursework prescribed in the final two semesters (spring and fall) of the curriculum sequence, as set forth in the official College Catalog. The calculation will include credits for any summer coursework required between or after the final two semesters.
 - C. Earn at least a 'C' average (2.00 cumulative enrollment grade-point average) and complete all required courses with a grade of 'D' or better. Certain majors require completion of all required courses with a grade of 'C' or better. These majors are identified in the official College Catalog.
 - D. Students may enroll in a second associate's degree if that curriculum includes *at least* 15 credits of non-duplicated courses that are not part of the first degree. See Dual Degree Policy, [P 4.20](#) for details.
 - E. Fulfill all financial obligations to the College. Diplomas will not be issued to students with holds on their records.
- VII. Certificates will be awarded for the successful completion of a program of study identified as a certificate program in the official College Catalog. To be eligible for a certificate from the College, students are expected to satisfy the following:
- A. Complete courses specified for a given program of study as set forth in the official College Catalog. Students may substitute courses with prior written permission of the appropriate School administrator. Courses numbered 010 and above can be applied toward meeting graduation requirements for a certificate.

- B. Complete at least half of the required credits, including the last semester as prescribed in the curriculum sequence, as set forth in the official College Catalog, at Penn College. This includes credit received for credit by examination, work/life experience, or other applicable advanced credit.
 - C. Earn at least a 'C' average (2.00 cumulative enrollment grade-point average) in all courses and complete all required courses with a grade of 'D' or better. Certain majors require completion of all required courses with a grade of 'C' or better. These majors are identified in the official College Catalog.
 - D. Fulfill all financial obligations to the College. Diplomas will not be issued to students with holds on their records.
- VIII. Immersions may be earned by students seeking associate's, bachelor's, and combined bachelor/master's degrees. Students may earn up to two immersions, providing the following requirements are met:
- A. The student must have completed all of the required credits for the immersion at Penn College.
 - B. The student must have completed at least three credits at the 200 level or higher as set forth in the official College Catalog and a one-credit summative project.
 - C. The immersion can be declared no later than the petitioning period in the student's final semester.
 - D. All coursework applied to the immersion must be completed with a grade of 'C' (2.0) or higher.
- IX. If after completing the final semester of a certificate, associate's, or bachelor's degree, the student has not completed all of the coursework required by their major, the student may take the remaining courses from another accredited college/institution, providing that all other requirements are met, including the minimum Penn College credits stipulated in previous sections of this policy. It is the student's responsibility to verify that the course(s) will satisfy the requirements of the desired Penn College major. Unless otherwise specified in the respective program curricula, graduate students do not have the option of completing final coursework elsewhere.
- X. To be eligible to graduate from Penn College, a student must "petition to graduate" through the Registrar's Office. This can be done in person or by phone. There is no graduation fee required when students petition to graduate.

- XI. The Vice President for Academic Affairs & Provost, or designee, must approve all exceptions to the graduation requirements.

Revision History:

- Date: 11/2024 Added definitions and updated to reflect changes in terminology associated with student information conversion
- Date: 08/2023 Revised to include the post-master's certificate
- Date: 03/2022 Revised to include the bachelor of architecture degree and immersions
- Date: 10/2020 Minor edits to language; eliminated reference to associate of science degree
- Date: 03/2020 Revised to include master of science requirements and bachelor course-level requirement;
Updated title for approval of exceptions.
- Date: 09/2017 Revised to include requirements for Master of Science degree; updated language regarding 200 level or higher credit requirements.
- Date: 02/2014 Revised sections relating to the minimum number of credits to be taken at Penn College to earn a bachelor's degree, associate's degree, or certificate; removed section requiring permission to take final courses at another institution.
- Date: 08/2011 Inserted language relating dual degrees/dual major requirements; added section relating to the applicability of Catalog requirements by entry year.
- Date: 12/2001; 10/1989; 04/1983

Cross References:

- Dual Degree Policy, [P 4.20](#)
Graduation Requirements Procedure, [PR 4.11](#)