

# GRADUATION INFORMATION

Students who are nearing graduation should submit a *Graduation Application* by the published application deadline in the term they will meet or have met graduation requirements. The application form is available online through the [myEFSC portal](#). Click [here](#) for up-to-date graduation and ceremony information.

Degrees are not conferred until all grades have been posted and a final verification of the student's record is completed by the Office of the Registrar. A degree will not be posted if the student has an 'I' (Incomplete) or other outstanding requirements.

Students must be degree-seeking at EFSC and complete a minimum of 25% of the degree/program requirements through traditional coursework taken at EFSC. See specific degree graduation requirements in the programs section of this catalog. Once a degree or certificate has been awarded at EFSC, all coursework for the degree or certificate is considered final and cannot be changed.

If an EFSC degree or certificate is awarded for the student's current major and they have not declared a new major for the next term, a hold is placed on their record. To register for courses in subsequent terms, a [major change](#) or an [EFSC readmit application](#) must be submitted to a campus admissions office if the student applied one or more years ago and has not completed a course in the past year.

Diplomas are mailed approximately four (4) business weeks after the conclusion of the full term to the graduate's mailing address on file.

The [EFSC graduation website](#) offers a tutorial on [completing the online application](#). In addition, valuable information on [how to RSVP for tickets](#), and [commencement ceremony details](#) are provided.

## Commencement Ceremony

The College holds two commencement ceremonies in May and December. Students [must register to participate in the ceremony](#) as this is a different process from the graduation application. If the student is unable to attend their original ceremony, then they are eligible to register for a subsequent term's ceremony and should contact the [Office of the Registrar](#) before established [deadlines](#) and confirm their attendance via the ticketing process. Tickets are on a first, come first serve basis.

Summer graduates are welcome to walk in the December ceremony and should RSVP when submitting their *Graduation Application* by the published [summer application deadline](#). This will ensure they receive information on how to register for the fall ceremony.

Walking in the commencement ceremony does not guarantee that graduation requirements have been met.

## Graduation Applications, Deadlines, and Fees

Students **must apply** to graduate in the term the program requirements will be or have been met. A **non-refundable \$20.00 graduation fee** is required to receive a diploma, regardless of ceremony attendance.

Applying by the [published deadline](#) ensures the candidate's name will be included in the commencement booklet and avoids an additional **nonrefundable \$20 late fee**.

If requirements of affiliated certificate(s) are met prior to completion of the associate in science, a **graduation application and fee must be**

**submitted for each certificate**. If application is not made for the affiliated certificate(s), the student may be awarded the certificate(s) via the auto-graduation process. If the student would like the certificate(s), they must order and pay via the [Parchment system](#).

Students may still apply for graduation after the published deadline and the Office of the Registrar will make every effort to process documents as quickly as possible. However, students will be assessed applicable application and **late fee(s)**. There is no guarantee that notification of outstanding graduation requirements will be sent to late applicants.

## Re-Application Fee

Students who do not complete all graduation requirements in the term of initial application must submit a new *Graduation Application* by the [published deadline](#) and pay the **non-refundable \$20 graduation processing fee(s)** in the term they complete their requirements.

## Tickets for Guests

Due to limited space at the King Center, family and friends need tickets to attend the ceremony. This includes infants and toddlers. Summer term graduates are welcome to take part in Fall Commencement and can indicate that preference after applying to graduate within the myEFSC portal. To find out more about how to RSVP for Commencement, [visit our commencement page](#).

Ticket distribution is based upon the actual number of candidates participating in the ceremony and the seating capacity of the King Center. All seats are general admission. It is important to check your [EFSC portal](#), [student email](#) and [website for information on how to claim tickets](#).

## Requesting a Diploma

Students who were automatically graduated or need a duplicate or replacement diploma, may request one through the [Parchment system](#). Each diploma requested costs \$20. Requests for diplomas will be processed when payment has been made and any outstanding holds have been resolved. Allow approximately four (4) business weeks of processing time for the diploma.

To request an auto-awarded, duplicate, or replacement diploma, the student must submit the order [using the Parchment system](#).

## Graduation with Multiple Degrees

Students may earn more than one degree or certificate from EFSC. They may earn only one associate in arts degree from public institutions within the state of Florida. Associate and bachelor's degrees with multiple specializations may receive a specific degree only one time. While students may take courses from multiple specializations, the degree will be awarded only once. For example, student earns the A.S. in Engineering Technology, with the Advanced Technology Specialization. Student then wants to complete courses in the Electronics Specialization. Student **will not** receive the A.S. in Engineering Technology again. Student will pursue the additional courses as a non-degree major.

The diploma will be posted with the degree name, not the specialization.

## Transcripts From Other Institutions

Students must satisfy all EFSC admissions requirements before they will be awarded a degree from the College. This may include submission of official high school and college transcripts. If the outstanding transcripts or other admissions requirements are not received, the degree will not be awarded.

## Non-Degree and Transient Students

Non-degree and transient students must declare a major at EFSC and submit all official transcripts to be able to graduate with a degree/certificate from EFSC. To change to degree-seeking, they may complete a [major change](#) form and submit to an admissions office. Degrees/certificates will not be awarded to non-degree and transient students.

## Regalia

Students who graduate as members of [PTK](#) or with other distinctions such as [National Society of Leadership and Success \(NSLS\)](#), [Honors Program](#), [Citizen Scholar](#), [Veteran](#), etc. may wear all regalia during the commencement ceremony. Students should obtain the regalia from their sponsor(s) prior to the ceremony.

## Graduation with Honors

EFSC awards graduation honors to students meeting specific grade point average (GPA) requirements:

- Associates degree:
  - A cumulative grade point average (GPA) of 3.5 or higher will graduate with honors.
  - Transfer work from previous institutions prior to January 2013 or without a "T".\*
  - All 1000 to 2000 level coursework completed at EFSC.
- College Credit Certificate, Advanced Technical Diploma, or Career & Technical Certificates:
  - A cumulative grade point average (GPA) in the courses that comprise the program of 3.5 or higher will graduate with honors.
  - Transfer work applicable towards the program from previous institutions prior to January 2013 or without a "T".\*
- Advanced Technical Diploma, or Certificate of Completion (EPI):
  - A cumulative GPA in the courses that comprise the program of 3.5 or higher will graduate with honors
  - All 3000 to 4000 level coursework completed at EFSC.
  - All 3000 to 4000 level transfer work without a "T".\*
- Bachelor's degree:
  - A cumulative GPA of 3.5 or higher will graduate with honors
  - All 3000 to 4000 level coursework completed at EFSC
  - All 3000 to 4000 level transfer work without a "T".\*

Note: \*Transfer courses with a grade of "T%" do not factor into the GPA.

Students who graduate with honors will be given a white tassel to wear on their cap when they check in at the commencement ceremony.

## Auto-Graduation

Students are strongly encouraged to apply for graduation whether or not they plan to participate in the commencement ceremony. Students should apply to graduate through their **myEFSC portal** in their final term if they meet all degree/certificate requirements. Applying ensures timely awarding and eligibility for commencement participation.

### Automatic Graduation

- If a student meets all requirements but **does not apply**, EFSC may automatically confer the degree/certificate.
- Eligibility Requirements:

- **Official** transcripts on file for any transfer or prior coursework.
- Completion of eligible coursework in current term or within one (1) year of last enrollment.
- Students will be notified via EFSC email
- The **opt-out option** applies only to associate and bachelor's degrees.
- Certificates **are not eligible** for the opt-out process and will be automatically awarded if requirements are met.

### Important Notes

- Only **one** Associate of Arts (A.A.) degree is awarded per student at Florida public institutions.
- Auto-graduated students **may not**:
  - Participate in commencement.
  - Reserve guest tickets.
  - Be listed in the commencement booklet.

### Receiving Diplomas & Transcripts

- Diplomas and transcripts must be requested and paid for through the **Parchment system**.
- Diploma processing takes approximately 4 business weeks.
- Unpaid balances will prevent diploma release.

### Opt-Out/Opt-In Policy

- Students can **opt-out** of auto-graduation if the degree hasn't already been awarded by submitting the Opt-Out form by the published deadline.
- If a student changes their mind, they can opt back in by contacting the [Registrar in writing](#).
- Once awarded, degrees/certificates **cannot be rescinded**.

## Course Waiver/Substitution

A student may request a course waiver or substitution for a degree requirement by submitting a *Petition for Course Substitution or Waiver* form to the [Office of the Registrar](#) via their EFSC email. The Office of the Registrar will consult with the appropriate program or collegewide chairs to verify that the change doesn't impact the integrity of the program.

- Courses are waived or substituted for specific degrees only.
- A course that is waived or substituted does not appear on the student's transcript.
- Request for course waivers or substitutions must be submitted for each degree.
- Students with waived or substituted courses must still earn the required number of credits for their degree/certificate.

## Degrees, Specializations, and Catalog Years

EFSC offers several degrees with multiple specializations or pathways, such as the A.S., B.A.S., B.S. degrees and the A.A. degree with pathways. The diploma will be posted with the degree name, not the specialization or pathway. The specialization will be noted on the transcript.

Students may receive a specific degree only one time. While students may take courses from multiple specializations, the degree will be awarded only once. For example, student earns the A.S. in Engineering Technology, with the Advanced Technology Specialization. Student then completes all courses in the Electronics Specialization. Student **will not** receive the A.S. in Engineering Technology again. However, student could receive a degree in Graphics Technology when all requirements for that degree are met.

#### **Catalog Year and Continuous Enrollment (Governing Catalog)**

The Eastern Florida State College catalog is the official document that outlines the policies, academic programs and graduation requirements for degree-seeking students. Understanding and following the policies and requirements are the student's responsibility.

- The governing catalog term is the same as the catalog in effect at the time of admission to the college, readmission to or upon a major change.
  - To remain in a specific catalog term, student must maintain continuous enrollment. Student will follow the policies and graduation requirements in the governing catalog except when changed by law or by the Board of Trustees, in accordance with the following guidelines.
  - Continuous enrollment is the completion of at least one course within three consecutive terms. Completion of a course means student earned a grade in the course, including a letter grade, I or W. Spring, summer, and fall are each considered a term. Continuing Education courses do not count toward continuous enrollment.
- The governing catalog is valid for five academic years. After this time, the governing catalog will be the one in effect in the next term of enrollment.
- A student may officially declare any subsequent catalog as their governing catalog and follow the new program requirements provided:
  - They have maintained continuous enrollment, and the subsequent catalog is not more than 5 years old.
  - To request a catalog year update, a student must complete a [Major/Program Change Form](#) by the published deadline date. Check if a catalog year change affects financial aid.
- Limited access programs governing catalog will be the catalog in effect when students are accepted into the program and maintain continuous enrollment.
- After three consecutive terms of non-attendance, a student will be inactivated. The catalog term will be updated to the term of readmission.
- Students who return to EFSC after enrolling at another college or university (except for EFSC degree-seeking students approved transients) must follow the catalog graduation requirements in effect at readmission.