

**BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION**

6.1700R**I. Title of Regulation**

Eligibility for Graduation

II. Objective of Regulation

To carry out the authority given to Brookdale Community College to award associate degrees in Arts, Sciences, Applied Sciences, and Fine Arts and to award credit certificates in the appropriate areas.

III. Authority

N.S.J. 18A. Chapter 3B, Higher Education Restructuring Act of 1994, Bylaws of the Brookdale Board of Trustees

IV. Regulation Statement

- A. Brookdale Community College is authorized by the Board of Trustees to award associate degrees in Arts, Sciences, Applied Sciences and Fine Arts to students who complete a prescribed program of at least 60 semester credit hours.
- B. A candidate for a degree or certificate must attain a cumulative grade point average of 2.0 or higher and satisfy all basic skills requirements as specified in Brookdale Community College Regulation 5.0034R, Pre-registration Testing/Basic Skills.
- C. To be eligible for a degree or certificate, from Brookdale Community College, a student is also expected to satisfy the following:
 - 1. Candidates for graduation must meet all degree requirements and the requirements of the Brookdale Community College Regulation 6.1502R, Matriculation. Exceptions may apply to students in limited-enrollment programs (such as Nursing, Automotive, Culinary, etc.) who are waitlisted and not enrolled for a period of two years or less, and have completed all general education and/or program prerequisites. Approval from the appropriate Academic Division Dean is required.
 - 2. For all degrees and certificates at least fifty percent of students' credits must be earned at Brookdale Community College. For all degree programs a minimum of fifty percent of career studies credits required for degree completion must be earned at Brookdale Community College.
 - 3. The last fifteen credits earned toward a degree or certificate must be earned at Brookdale. Students may appeal this requirement by completing a contract in consultation with their Student Development Specialist and the appropriate Academic Division Dean, within one year

last actively enrolled at Brookdale. The contract must stipulate the courses to be taken, at which institution(s) they are to be taken, and in what time period they shall be completed. The contract is signed by the student and the Student Development Specialist, submitted to the Academic Dean of the student's program of study for approval, and then forwarded to the Registrar. The contract is then filed in the Office of Admissions, Records, and Registration. Upon completion of these final credits, the student files a candidacy form for the Brookdale degree. The student must follow the College Regulation 6.1003R, governing "Transfer Credit" to complete the process.

4. The procedure for completing the candidacy for graduation application is to be kept current and clearly communicated via the College catalog, the website, and direct notification to students nearing program completion.
5. The candidate must fulfill all financial and other obligations to the College.
6. Requirements may be completed during any actively enrolled term. Candidate must apply for graduation by that term's deadline and a degree or certificate will be conferred on the last day of the term.
7. Requests for exceptions to the requirements of the Regulation are made in writing and sent to the Academic Division Dean for review and decision. All approved exceptions are forwarded to the Registrar.
8. With the approval of the Executive Vice President for Educational Services, joint degree programs may be exempt from some of the provisions of this regulation.
9. The requirements for earning additional degrees from Brookdale Community College are:
 - The completion of all requirements specific to the additional degree, with a minimum of 15 additional credit hours beyond the previous degree.
 - The Graduation application must specify that the student is seeking a subsequent degree.
 - Additional certificates may be granted by meeting the requirements for the additional certificates.

V. Responsibility for Implementation

Executive Vice President for Educational Services

Approved: President
2/18/75
Revised: 12/8/75
12/97
Updated: 3/09
Revised: 5/09
Revised: September 2010