OREGON INSTITUTE OF TECHNOLOGY

Graduation
OIT-15-011

Application for Graduation

Students must file an Application to Graduate and Petition for Graduation at least two terms prior to the term of graduation. These forms must be obtained from and returned to the Registrar's Office.

OIT Metro Center students must schedule a graduation degree check appointment with the associate director of the Metro Center at least two terms prior to graduation. The final graduation check is completed by the Registrar's Office at the Klamath Falls campus.

Grade Point Requirement

Oregon Institute of Technology requires a minimum cumulative grade point average of 2.00 for graduation.

Graduation Residency Requirements

All degrees require students to take a minimum number of OIT courses. For an associate's, a minimum of 30 term credit hours must be taken from OIT. For a bachelor's, a minimum of 45 term credit hours must be taken from OIT. Credits earned through OIT course challenge or the OIT Credit for Prior Learning program are considered resident credits toward graduation requirements. All other credits granted by examination (CLEP or AP) or other methods are non-resident credits.

Catalog of Graduation

Students must meet all degree requirements from one OIT catalog. The catalog may be chosen from the year the student is first admitted and enrolled at OIT or from any subsequent year. However, at the time of graduation all students, including transfer students, must use a catalog that is no more than seven years old.

Transfer students may select their catalog of graduation prior to full admission to OIT by obtaining written approval from their OIT major department and the Registrar. The agreed-upon catalog will be the one a student uses when he/she transfers to OIT. Students must enroll at OIT within two years of this approval.

Departments periodically review their curriculum for technical currency. As a result, significant program changes may occur. Courses previously required in the curriculum

can no longer be offered. The major department will provide a transition plan for students to fulfill degree requirements.

Programs discontinued by the college may have specific entrance and graduation limits that override the catalog of graduation.

Multiple Majors

An undergraduate student may earn multiple majors if all the degree requirements for each major are met. All successfully completed majors will be listed on both the transcript and diploma.

Concurrent Degrees

Students may be granted a second bachelor's degree provided they meet the requirements for both degrees and complete an additional 36 credits beyond the requirements of the first degree. Forty-five credits are required if the first degree was not granted by OIT and students must meet the general education requirements as outlined in their catalog of graduation. If the first bachelor's degree was granted by OIT, the general education requirements are waived for the second degree.

Curricular Requirements

Curricular requirements are determined by, and vary with, the departments involved. Major requirements are published in the General Catalog.

General Education Requirements

All students must complete the college general education requirements as listed in the curriculum map for the major and in the General Catalog.

Course Substitutions

Students may seek course substitution approval by completing the Course Waiver/Substitution form and obtaining the signature of the advisor, department chair, and Registrar. Course substitutions for general education requirements must satisfy the same category of general education requirement. For example, a humanities course specified by the major department may be substituted by another humanities course, subject to the above approvals.

Commencement

Oregon Institute of Technology's graduation ceremony is held in June each year at which time degrees are granted to all who have satisfactorily completed all major and college general education requirements during the spring term. Fall and winter term graduates who have already received diplomas may also participate in commencement.

Students who demonstrate the ability to graduate in the following summer term may also participate in commencement ceremonies. However, summer graduates will not receive academic honors or diplomas at the spring commencement.

Diplomas

OIT awards diplomas at commencement, based on preliminary grades and preliminary degree checks for spring term graduates. Students who receive a diploma at commencement, but do not subsequently complete degree requirements, will be notified after the final degree check. The student will be asked to return the diploma. The college will place a hold on the student's registration privileges and transcript if the diploma is not returned.

Those students with estimated failing or incomplete grades will receive a letter, rather than a diploma, inside the diploma cover. After completion of all degree requirements, these students will receive their diplomas in the mail.

Academic Honors

At each commencement, Oregon Institute of Technology recognizes academically outstanding students who will receive their bachelor's degree with academic honors. This honor is based on all academic work presented for the degree, including transfer credits and indicates a high level of scholastic achievement. Academic honors are based on the following criteria:

- Cum Laude – graduation with honors – 3.50-3.74 grade point average
- Magna Cum Laude – graduation with high honors – 3.75-3.89 grade point average
- Summa Cum Laude – graduation with highest honors – 3.90-4.00 grade point average.

After final grades are posted, the honors standing of some students may change. If there are students whose honors standing changes, OIT will notify them and will re-issue

their diplomas. In all cases, the correct honors standing will be posted on the official transcript.

Recommended:

       Faculty Senate – February 5, 1998
       President's Council – March 4, 1998

Approved: */s/ Martha Anne Dow*
                  Interim President

Date: March 4, 1998