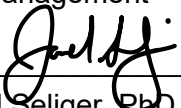


Allen College – UnityPoint Health
ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE

Supersedes: 12/10, 3/13, 11/15, 5/17, 8/19,
5/20, 3/23, 2/24

No: 2-G-800-02
Last Date Reviewed: November 2024
Required Review Date: March 2027
Administrative Unit: Director of Enrollment
Management



Jared Seliger, PhD, CNMT
President

SUBJECT: Graduation Policy

PURPOSE: To identify criteria governing graduation requirements and student participation in commencement ceremonies

EFFECTIVE FOR: Allen College Students

POLICY: The Allen College Registrar will verify Allen College students eligible for graduation meet the graduation requirements stated below. Degrees will be authorized by Allen College's Board of Trustees upon the recommendation of the President.

Graduation Requirements

- Associate of Science in Radiography degree
 - Complete all required courses for the degree.
 - Complete the number of required semester hours of academic credit with a minimum GPA according to the Progression Policy 2-A-900-05.
 - 90% of Radiography courses must be completed at Allen College.

- Bachelor of Health Sciences degree
 - Complete all required courses for the degree.
 - Complete the number of required semester hours of academic credit with a minimum GPA according to the Progression Policy 2-A-900-05.
 - 75% of Health Sciences courses must be completed at Allen College.

- Bachelor of Science in Nursing degree
 - Complete all required courses for the degree.
 - Complete the number of required semester hours of academic credit with a minimum GPA according to the Progression Policy 2-A-900-05a.
 - Complete a minimum of 75% of nursing courses at Allen College

- Master of Science in Nursing degree
 - Complete all required courses for the degree.
 - Complete the number of required semester hours of academic credit with a minimum GPA according to the Progression Policy 2-A-900-06.
 - Complete the majority of nursing courses at Allen College
- Post-Graduate Certificate
 - Complete all required courses for the certificate.
 - Complete the number of required semester hours of academic credit with a minimum GPA according to the Progression Policy 2-A-900-06.
- Master of Science in Occupational Therapy degree
 - Complete all required courses for the degree.
 - Complete the number of required semester hours of academic credit with a minimum GPA according to the Progression Policy 2-A-900-05b.
 - Pass all required 24 weeks of Level II Fieldwork within the required timeframe according to the Progression Policy 2-A-900-05b.
 - 100% of the Occupational Therapy courses must be completed at Allen College.
- Doctor of Occupational Therapy degree
 - Complete all required courses for the degree with a minimum GPA according to the Progression Policy 2-A-900-05b.
 - Pass all required Level II Fieldwork (minimum of 24 weeks) and the OTD Capstone (minimum of 14 weeks) within the timeframe according to the Progression Policy 2-A-900-05b.
 - 100% of the Occupational Therapy courses must be completed at Allen College.
- Doctor of Nursing Practice degree
 - Complete all required courses for the degree.
 - Complete the number of required semester hours of academic credit with a minimum GPA according to the Progression Policy 2-A-900-06.
 - Complete DNP clinical scholarship project.
 - Completion of 1,000 hours post-baccalaureate clinical.
 - The majority of DNP courses must be completed at Allen College.
- Doctor of Education (EdD) degree in Health Professions Education
 - Complete all required courses for the degree.
 - Complete the number of required semester hours of academic credit with a minimum GPA according to the Progression Policy 2-A-900-600b.
 - Complete practice focused dissertation.
 - 80% of Ed.D. courses must be completed at Allen College.

- Doctor of Physical Therapy (DPT) degree
 - Complete all DPT coursework (academic and clinical experience courses) with a GPA of at least 3.0 within the expected timeframe.

Ceremony Attendance

A student may participate in only one Allen College commencement ceremony per certificate or degree.

A student must participate in the commencement ceremony only in the semester in which he or she has completed all certificate or degree requirements.

Participation in commencement does not constitute certification of degree conferral.

A student must be in good academic standing, have met the appropriate graduation application deadline and have completed all degree requirements, including the official recording of any transfer work, by the end of the semester in order to participate in commencement.

Graduate students must have completed any end-of-program project or thesis by a date established each semester by the College's registrar in consultation with the chief academic officer.

When a student has submitted a degree application for graduation but does not meet degree requirements *due to extenuating circumstances*, the provost may permit the student to participate in commencement exercises.

PROCEDURE:

1. During the last semester of study, a student completes the application for graduation by the dates established and published by the Registrar. Any prospective graduate who is notified of graduation procedures but fails to process the necessary forms prior to the required deadlines will have his or her name removed from the graduation roster.
2. Degree audits will be performed by the Registrar to affirm the student qualifies to graduate during the term for which s/he has applied.
3. Degree-Seeking graduate students must have the approval of their graduate project advisor by the dates established and published by the Registrar.
4. The name of each graduating student will be published in the commencement program in which he or she participates.