

	Title: GRADUATION POLICY	ID #: SON.100.35 Effective: 1960 Page: 1 of 2
	STANDARD POLICY AND PROCEDURE FORM	
Written By: Faculty Committee	Distribution: "T" Drive, Edvance360 & Student Handbook	
Approved By (signature & title): Director, School of Nursing Faculty Committee	Revised: 36 th 2/5/2021	
	Reviewed: 2/3/17	

1. All courses must be completed before the annual graduation date. Transfer credit for college courses will only be accepted until December prior to the student's scheduled graduation date.
2. Candidates for graduation must have a cumulative grade point average of 2.00, earned a grade of C in all nursing courses, exhibit ethical conduct and be in compliance with all school regulations.
3. All students are required to attend the Live ATI two-day NCLEX Review as a requirement for graduation.
4. Before the diplomas are granted, all financial obligations must be met or satisfactory arrangements made.
5. Students who have borrowed money from any of the student loan programs administered by the school of nursing must schedule an exit interview with the Loan Officer and make arrangements for repayment.
6. Students are required to participate in professional photographs (scheduled by the school) for the attainment of two head-shots maintained in the graduate file at the school.
7. Licensure Applications must be completed at least 6 weeks before the graduation date, including:
 - a. Completion of Ohio Board of Nursing Application for Licensure
 - b. Completion of the NCLEX Registration Form
 - c. Fees for the testing service and Ohio Board of Nursing.
8. Students are required to submit to a state and federal criminal background record check to be eligible to take the NCLEX-RN licensure examination.
9. The date on the diploma will be the actual date of the annual graduation exercises.
10. School pins will be presented on graduation day.
11. Revision of any Graduation Policy that impacts student completion of the program will take effect when a new class starts the nursing program.
12. Waiver of any of the above policies must be approved by a two-thirds vote of the faculty members present and voting at a regularly scheduled faculty meeting.

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13. The school does not discriminate on the basis of race, color, religion, ancestry, ethnicity, gender/transgender status, sexual orientation, age, national origin, marital status, disability, military and/or veteran status, genetic information or other characteristics protected by the law.

14. All students who successfully complete the nursing program and graduate must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) before he or she can practice as a registered nurse in the United States of America.