

Name of Policy: Graduation (Degree Completion) Requirements
Source: Academic Affairs
Date Revised: June 2016
Form to Complete: N/A

Policy:

Common to all majors at the college is a series of general education required courses; it is the responsibility of the student, in consultation with their academic advisor, to make certain that all requirements for the B.F.A. are fulfilled.

In order to graduate with the Bachelor of Fine Arts degree, a student must fulfill the following requirements:

- A final semester grade point average of at least 2.0
- A cumulative GPA of at least 2.0
- A cumulative GPA of at least 2.0 in major studio
- Completion of all course credit requirements
- A minimum of four semesters enrolled full-time on the KCAI campus, including the senior year (the final 30 credit hours).

A student who plans to graduate but fails a course requirement for the B.F.A. must repeat and pass that course or enroll in and pass another course that satisfies that specific B.F.A. requirement.

A student who plans to graduate but does not earn a final-semester GPA of at least 2.0 must return to KCAI and enroll in at least one three-credit-hour course and earn at least a grade of C. The course can be completed in the summer, fall or spring semesters.

The faculty review all degree candidates and may withhold degrees from unqualified candidates. Seniors who have not completed all degree requirements will not be allowed to graduate until the next graduation date after requirements have been fulfilled.

Seniors who are potential graduates must submit the “application for B.F.A. degree Form No. 1” to the registrar before the deadline stated on the form. The form should be submitted during the second semester of the junior year to ensure all degree requirements will be met. While the academic advisor acts as a facilitator to students throughout their

KCAI careers in scheduling appropriate classes and meeting graduation requirements, it is the student's responsibility to be sure that all requirements are completed by the projected graduation date.

- Before a student can graduate and receive a diploma, it will be necessary to complete the “application for B.F.A. degree Form No. 2” and return it to the registrar before the deadline stated on the form.
- Students are required to obtain three signatures on form No. 2: director of financial aid (signed after exit interview where necessary or to document no federal financial aid), business office (showing payment of graduation fee), Perkins Loan Representative (completion of Perkins exit interview where applicable or documentation of no Perkins Loans), and registrar (indicating the form has been submitted)

Diplomas are issued in May, August, and December.