



A TECHNICAL COLLEGE

3427 North Main Avenue
Scranton, PA 18508-1495

GRADUATION REQUIREMENTS

Students must meet the following requirements in order to be eligible to graduate:

- successful completion of Freshman Seminar (FS 101)
- completion of the following number of credit hours per program:
 - 65 credits for Distribution & Supply Logistics Technology;
 - 66 credits for Heating Ventilation & Air Conditioning Technology;
 - 68 credits for Veterinary Technology
 - 69 credits for Carpentry & Cabinetmaking Technology, Electrical Construction & Maintenance Technology, Electronic Technology, Precision Machining Technology, and Radiologic Technology;
 - 72 credits for Architectural Drafting & Design Technology, Automotive Technology, Computer Information Technology and Diesel Truck Technology;
 - 75 credits for Biomedical Equipment Technology
- completion of a minimum of 37 credits at Johnson College
- completion of a practicum/internship/cooperative education experience for students in the Biomedical Equipment Technology, Distribution & Supply Logistics Technology, Heating Ventilation & Air Conditioning Technology, Radiologic Technology, and Veterinary Technology programs
- achievement of a cumulative Grade Point Average (GPA) of 2.00
 - for Veterinary Technology students, a minimum cumulative 2.50 GPA for major courses
 - for Radiologic Technology students, all major courses including clinical courses must be completed with a C+ or better
- full payment or satisfactory arrangement to fulfill all financial obligations
- submission of a completed Graduation Application form, and fee, by the stated deadline.

Students who have not met the graduation requirements, as outlined above and in the Graduation Checklist, will not be allowed to participate in Commencement exercises, will not be eligible for Commencement Awards, and will not have their names listed in the Commencement Program.

COMMENCEMENT INFORMATION

Johnson College holds a formal commencement ceremony once a year in May. An Awards & Recognition Ceremony is held on an announced date preceding the commencement exercises.

The Graduation fee will be included on the Spring tuition bill for all degree candidates as identified by the Registrar's Office. The graduation fee covers the cost of diplomas, caps and gowns, and the post-graduation reception. There is no reduction in the fee for graduates who do not attend commencement. The graduation fee is required for each degree earned.

Students will receive details for ordering caps and gowns in the spring semester. Graduating students can pick up caps and gowns 1-2 weeks prior to commencement; announcements will be made.

The date of student rehearsal will be announced in March. All students participating in the ceremony are expected to attend rehearsal. If a student cannot participate in the graduation ceremony, a letter must be submitted to the Vice President of Academic Affairs stating the reason(s) why he/she does not wish to attend.

DEGREE INFORMATION

Associate in Applied Science (A.A.S.) and Associate in Science (A.S.) degrees are ordered in February for May commencement. The following information appears on your degree:

- Degree
- Major
- Name
- Date

All students will be given the opportunity to verify the spelling and how they would like their name to appear on their degree. It is the responsibility of the student to complete and return the Application for Graduation form to the Registrar's Office. If a student does not return the Application for Graduation by the deadline, their name will appear on their degree the same as it appears in the Johnson College student database.

Degrees are mailed directly to the student's home address upon verification of graduation. Since Summer Internships for some programs of study are not completed until mid-June, graduates can expect to receive their degrees by late June. Please contact the Registrar's Office if you do not receive your degree by the end of June.

NOTE: The Registrar's Office can provide verification of graduation by sending either an unofficial or an official transcript. Please refer to the [Transcript Request](#) form.