If the matter is not mutually resolved within 10 business days after notification of the instructor’s decision, the student may appeal to the appropriate dean by submitting a written request for a review of the case at a formal hearing of the student, the instructor and the dean. The dean’s response to the appeal will be issued within 10 business days of the formal hearing. The decision of the dean will be considered final and binding.

**Continuing Education Unit**

The Continuing Education Unit (CEU) recognizes an individual’s participation in selected professional and personal development activities. One CEU is equivalent to 10 contact hours of participation in a seminar or class that meets specific criteria as set forth by the student’s governing professional organization.

Satisfactory completion of activities awarding CEUs is based on some predetermined level of attendance or on a combination of attendance and performance. The College maintains a permanent record for each participant who successfully completes a program or activity. CEUs and such academic credit units as semester or quarter hours are separate and distinct units of measure and may not be interchanged.

**Academic Recognition**

**President’s List**
This recognition is given to students who achieve a GPA of 3.8 or above without F or U grades in any academic semester with 12 or more credits completed.

**Dean’s List**
This recognition is given to students who achieve a GPA of 3.2 or above without F or U grades in any academic semester with 12 or more credits completed.

**Graduation**

The College holds a formal commencement ceremony each May. Students completing graduation requirements in the summer term may receive their diploma in August. Students who graduate at the end of the summer or fall terms are considered graduates of the class the following May. Applications for graduation and additional information are available from the Admissions and Records Office.

**Academic Apparel**
All students participating in graduation exercises are required to obtain and wear appropriate academic apparel as determined by the College.

**Graduation Requirements**
The catalog in effect on the date a student is formally admitted to a curriculum/program is used to determine course and credit requirements for graduation. The new catalog for each academic year becomes effective on the first day of June. The College reserves the right to make changes in the curricular requirements when necessary. Students are encouraged to keep up with changes to their curriculum as listed in new catalogs. In cases where a student discontinues enrollment at the College for two consecutive semesters (excluding summer), graduation requirements are determined by the catalog in effect during the semester a student re-enrolls.
Graduation Honors
A student who has fulfilled the applicable program of study requirements is eligible for graduation honors. Appropriate honors based upon scholastic achievements are recorded on the student’s permanent record as follows:
Cumulative GPA Honor
3.2 Cum laude (with honor)
3.5 Magna cum laude (with high honor)
3.8 Summa cum laude (with highest honor)

Degrees and Certificates
The College offers the following degrees, diplomas or certificates for students who successfully complete approved programs at the College.

- The associate of arts and sciences degree (AA&S) is awarded to students majoring in the liberal arts and specialized curricula such as business administration, pre-teacher education, and other professional programs that plan to transfer to a four-year college or university after completing their LFCC program.
- The associate of applied science degree (AAS) is awarded to students majoring in one of the occupational-technical curricula who plan to seek full-time employment upon graduation from the College.
- The certificate is awarded to students who complete one of the approved, non-degree curricula usually less than two years in length.

Associate Degree Requirements
To be eligible for graduation with an associate degree from the College, a student must:
1. Fulfill all of the course and credit-hour requirements of the curriculum with at least 25 percent of the credits for degrees, diplomas, certificate, or career studies acquired at Lord Fairfax Community College;
2. Be certified by an appropriate College official for graduation;
3. Earned a grade point average of at least 2.0 in all studies attempted that are applicable toward graduation in their curriculum;
4. Meet any other competency requirements established by the College;
5. File an official application for graduation which may be waived in the case of the General Education Certificate; and
6. Resolve all financial obligations to the College and return all library and College materials.

Certificate Requirements
To be eligible for graduation with a certificate from the College, a student must:
1. Fulfill all of the course and credit-hour requirements of the curriculum with at least 25 percent of the credits for degrees, diplomas, certificate, or career studies acquired at Lord Fairfax Community College;
2. Be certified by an appropriate College official for graduation;
3. Earned a grade point average of at least 2.0 in all studies attempted that are applicable toward graduation in their curriculum;
4. Meet any other competency requirements established by the College;
5. File an official application for graduation which may be waived in the case of the General Education Certificate; and
6. Resolve all financial obligations to the College and return all library and College materials.