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**Administrative Regulation**  
Chapter 4 – Academic Affairs

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**AR 4100.9 COMMENCEMENT**

Associate degrees, Bachelor degrees and Certificates of Achievement, Certificate of Completion and Certificate of Competency shall be conferred upon students who have satisfactorily completed the requirements by the Board of Trustees of Santa Monica College. A graduating student may request that the District confer the diploma in the student's chosen name without requiring legal documentation.

Commencement ceremonies are held once each year at the end of the Spring semester for students that have completed or are expected to complete their degree/certificate requirements. Students who completed their degree requirements during the Spring or preceding Summer, Fall, Winter, or students who will complete no more than 8 units in the Summer, are eligible to participate in Commencement.

Students receive information by email on particulars about commencement ceremony, including the need to purchase graduation regalia, if participating in ceremony.

Diplomas are mailed to graduates approximately twelve (12) weeks after the term in which the student applied to earn their degree or certificate.

Related AR's: AR 4000, 4100.1, AR 4100.2, AR 4100.3, AR 4100.4, AR 4100.5, AR 4100.6, AR4100.7, AR 4100.8, AR 4100.9 and AR 4100.10

Reference: Education Code Sections 66055.8, 66746-66749, 70901, 78040-78043;  
Title 5 Sections, 40402-40403, 55002, 55009, 55022, 55052, 55070-72, 55250, 55270,  
56032-56044 and 55060 et seq.

*From former SMC AR 4350, Graduation Requirements*

*Approved by Academic Senate: 3/5/2024*

*Approved by Senior Staff: 3/26/2024*