TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-404.13

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PROCEDURE TITLE: **GRADUATION FROM ACADEMIC PROGRAMS**

BASED ON POLICY:

REVISION NUMBER: 4

OFFICE OF
RESPONSIBILITY: **REGISTRAR**

[signature: Ann S. McNutt]

                                            March 17, 2008

PRESIDENT   **DATE**

PURPOSE

The purpose of this procedure is to provide guidelines for students to use in applying for graduation and for administrative personnel to verify qualifications for graduation.

PROCEDURE

A.   Application Process

    1.   The student must:

        a)   Meet with his/her academic advisor to complete a degree audit.

        b)   Complete the Application for Graduation.

        c)   Fulfill all financial obligations to the college.

        d)   Ensure that the completed graduation application is received by the respective academic division office.

    2.   The Division Dean must:

        a)   Review the Application for Graduation for accuracy and ensure the correct catalog year has been assigned.

        b)   Take actions necessary to insure compliance with program requirements and accuracy of program models.

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      c)   Forward the completed Application for Graduation with appropriate documentation to the Vice President for Student Affairs.

  3.   The Vice President for Student Affairs must:

      a)   Review the Application for Graduation for accuracy.

      b)   Forward the signed Application for Graduation to the Student Records Office.

  4.   The Student Records Office must:

      a)   Establish and publish a deadline date each semester for receipt of completed Applications for Graduation.

      b)   Distribute Applications for Graduation and other graduation information to division offices and/or students.

      c)   Ensure that all transcripts from other educational institutions are on file in the Admissions Office.

      d)   Ensure that approved transfer credit is posted on the student's electronic file.

      e)   Review all materials received from the Vice President for Student Affairs' Office and materials located in the student's file to ensure all records are complete.

      f)   Place the Application for Graduation in the student's file.

      g)   Update the student's electronic file to reflect graduation.

B.   To be eligible for graduation a student must:

  1.   Satisfactorily complete all general education and all academic requirements specified for the credential award.

  2.   Complete all program credit hours.

  3.   Complete at least 25% of the program credit hours at TCL.

  4.   Complete each course in the degree, diploma, or certificate program with a grade of "C" or better.

  5.   Maintain a minimum cumulative grade point average (GPA) of 2.0.

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    6.   Submit a completed graduation application to the Registrar's Office by the scheduled deadline as outlined in the college's academic schedule.

C.   To be eligible to receive academic honors, a graduate must maintain the following GPA:

    1.   With highest honors 4.0 cumulative GPA.

    2.   With high honors 3.75-3.9 cumulative GPA.

    3.   With honors 3.50-3.74 cumulative GPA.

D.   A formal graduation ceremony is usually held annually.

E.   To be eligible to participate in the graduation ceremony, a student must meet academic requirements in the current academic year to include the summer semesters that precede and follow the commencement ceremony.

F.   The awarded degrees, diplomas and certificates are mailed no later than thirty (30) days after successful completion of all credential requirements.

G.   Upon request, duplicate copies of a degree, diploma, or certificate will be issued for a fee.