

HORRY GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.6.12.1  
Related Policy: 8.6.12  
Title: Student Requirements for Graduation  
Responsibility: Registrar

Original Approval Date: 02-07-2007  
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President

## **Application Process**

Prospective graduates must complete a graduation application located in the College portal for each major they wish to graduate.

## **Completion of Curriculum Requirements**

A student is admitted into a program and given a “catalog of entry” which is used to track their graduation requirements. When a student applies for graduation, requirements for program completion are determined by the catalog of entry. If the student applies to graduate from a major they have never declared, then the current catalog year is the “catalog of entry” used to graduate the student. If they have declared the major in the last five years, then the “catalog of entry” will be the catalog year used to graduate the student. After five years, the “catalog of entry” used is the current catalog year to graduate the student.

Students may view graduation requirements and progress by accessing DegreeWorks, the degree audit system available in the College portal. The program of study in DegreeWorks is entered for a student based on selected major and catalog of entry. The Registrar’s Office verifies that each potential graduate has satisfied all program requirements in DegreeWorks.

Courses that have a minimum grade requirement and a time limit of completion requirement for graduation are monitored and verified for each candidate for graduation.

Course substitution(s) must be recommended by the Academic Advisor, Department Chair, or Academic Dean. Substitutions are completed as petitions in DegreeWorks or emailed to the assigned Registrar’s Office staff directly from the Academic Advisor, Department Chair, or Academic Dean. Course substitutions must be approved by the appropriate Department Chair or Academic Dean.

## **Administrative Graduation**

At the end of each term, a report will be run to determine if there are students who did not apply for graduation but are eligible to graduate. These students may be administratively graduated. Students will only be administratively graduated from their declared major and/or any embedded majors in which they meet the graduation requirements. Students administratively graduated will not receive a diploma until they complete a Graduation Application identifying the name the graduate requests to be printed on the diploma. For students to graduate from a program outside of the declared major, they must complete a graduation application for each program.

## **Program GPA Requirement**

The course grades for the declared major are the only grades used to verify that the graduate has satisfied the 2.0 program grade point average requirement.

## **Diploma Information**

Students will not receive a printed diploma or certificate upon graduation without a completed graduation application for their major and complete payment of all outstanding fees and financial obligations due to the College.

Diplomas are ordered the 1<sup>st</sup> and 15<sup>th</sup> of every month outside of the complete order at the end of each semester. Students eligible for more than one degree, diploma, or certificate should apply for each separately.

## **Reprint Fee**

Students requesting a reprint of their associate, diploma, or certificate degree should complete the Request for Duplicate Form. There is a \$15 charge for each reprint.

## **Ceremony Participation**

Students wishing to participate in the commencement ceremony at the end of the spring semester can purchase their caps, gowns, and tassels through the College Bookstore before the published deadline.

The Commencement Ceremony is held annually to recognize students who have earned an associate, diploma, or certificate degree at Horry-Georgetown Technical College. The College acknowledges that students may earn more than one associate, diploma, or certificate degree during the time period that is being commemorated during the Commencement Ceremony (refer to Policy 9.5.8: Commencement Exercises). However, students may only process across the stage during the Commencement Ceremony one time. The student may choose which associate, diploma, or certificate degree for which they would like to be recognized.