

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
Last Cabinet Review: 11-9-2021
Last Revision: 11-9-2021

President

Application Process

Prospective graduates must complete a graduation application for each major they wish to graduate from and submit it to the Registrar's Office on the Conway Campus. Applications can also be returned to the Admissions Office on the Grand Strand and the Georgetown Campuses or via email to registrar@hgtc.edu. Applications from these campuses will be forwarded to the Registrar's Office on the Conway Campus.

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 "catalog of entry" is the current catalog year. If they have declared the major in the last five years, then the "catalog of entry" will be the catalog year entered when the student initiated the major. After five years, the "catalog of entry" used is the current catalog year.

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 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 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 and submit it to the Registrar's Office on the Conway Campus, the Admission Office on the Grand Strand and Georgetown campuses or online via email to registrar@hqtc.edu .

Program GPA Requirement

Grades for courses required for the declared major only are used to verify that the graduate has satisfied the 2.0 program grade point average requirement.

Outstanding Financial Obligations

Registrar's Office personnel will verify that candidates for graduation have paid any required fees or fines prior to printing diplomas.

Diploma Information

Diplomas for students who miss the deadline will be ordered the 1st and 15th of every month. Students eligible for more than one degree, diploma, or certificate should apply for each separately.

Reprint Fee

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

Ceremony Participation

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