

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**

Student may obtain a graduation application online at [www.hgtc.edu/current\\_students/graduation.html](http://www.hgtc.edu/current_students/graduation.html). Prospective graduates should print, complete and attach a Degree Works audit to the application and submit to the Registrar's Office on the Conway Campus, the Office of Student Affairs on the Grand Strand Campus, and to the front office of the Georgetown 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.

Students may view graduation requirements and progress by accessing Degree Works, the degree audit system available in WaveNet. The program of study in Degree Works 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 Degree Works.

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.

Any course substitutions must be recommended by the program's Advisor and/or Department Chair.

## **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 will be administratively graduated;

however, they will not receive a diploma until they complete a Graduation Application identifying the name the graduate requests to be printed on the diploma. Students will only be administratively graduated from their declared major. For students to graduate from a program outside of the declared major they will need to complete a Graduation Application

### **Program GPA Requirement**

Grades for courses required for the declared major only are used to verify that the graduate has satisfied the 2.0 technology 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 certifying graduates.

### **Diploma Information**

Diplomas for students who miss the deadline will be ordered with those applying the next term. Exceptions will be made at discretion of the Registrar. 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.