

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.6.13.1
Related Policy: 8.6.13
Title: Graduation Certification
Responsibility: Registrar

Original Approval Date: 02-26-1997
Last Cabinet Review: 07-12-2017
Last Revision: 07-12-2017

President

The following procedures will be followed to closely monitor annual graduation applicants. The annual final listing will include certified graduates who complete requirements for fall, spring or summer.

1. The Registrar's Office will include graduation information and deadlines in all published registration materials.
2. The Registrar's Office will request to have full-time and adjunct faculty announce graduation information and deadlines to all classes.
3. Every March, the Registrar's Office will provide Department Chairs with listings of students who have applied for graduation for the year. Department Chairs will have the opportunity to update the listings with additional students who may be eligible for certification.
4. Every August, the Registrar's Office will again provide listings to Department Chairs for a final review of eligible candidates from the previous academic year.
5. Every September, the Registrar's Office will provide a final list to the Vice President for Academic Affairs and to Institutional Research for use in various reports.