

6.7 Graduation Requirements - Curriculum

Last Revised: April 13, 2020

Policy: Piedmont Community College (PCC) adheres to the mandate set by the State Board of Community Colleges for the awarding of degrees, diplomas, and certificates.

Purpose/Definitions:

Purpose

PCC provides students with a structured method to request and obtain a copy of their transcript in compliance with The Family Educational Rights & Privacy Act of 1974 (FERPA).

Definitions

Administrative Graduation—the awarding of a credential that results from a joint, periodic review of student records by the Office of Research and Institutional Effectiveness (ORIE) and the Registrar’s Office rather than a specific request by the student.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Vice President, Student Development have monitoring authority for this policy.

Procedure:

Section 1: Application Process

- a. A student must apply to the Registrar for graduation at the end of the semester prior to when the student expects to complete program requirements for a degree, diploma, or certificate.
 - i. Graduation application forms are available in the Student Development Office and on the College’s website (<https://www.piedmontcc.edu>) .

- ii. The student's faculty advisor must review and approve the graduation application.
- b. The graduation fee, if required, must accompany the application.
 - i. In order to graduate, a student must settle all financial obligations to PCC.

Section 2: Credential Completion Effective Date

- a. Students will be awarded the respective academic credentials at the end of the semester when the graduation requirements are completed.
- b. Completion of program requirements will be noted on the student's transcript at that time.

Section 3: Administrative Graduation

- a. After graduation audit requests are processed at the end of each term, the Office Research and Institutional Effectiveness (ORIE) and the Registrar's Office will identify any additional students who have satisfied any program completion requirements.
- b. Any student who has completed program requirements may then be administratively graduated, and the earned credential will be noted on the student's transcript.
- c. The student will also receive communications from PCC with details on how to obtain a printed diploma and how to participate in the annual commencement ceremony.

Section 4: Graduation Ceremony Participation

- a. PCC holds an annual graduation ceremony at the conclusion of the spring semester. Students may participate in the spring graduation following the completion of their graduation requirements.

Legal Citation: N.C.G.S. 115A-5; N.C.G.S. 115D-5; [1D SBCCC 400.6](#)

History: Effective October 1988; Revised October 2001, February 2012, April 2020