6.7 Graduation Requirements - Curriculum

Last Revised: June 2022

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

1.1. A student must submit a graduation application to the Registrar's Office by the designated deadline prior to when the student expects to complete program requirements for a degree, diploma, or certificate.

1.1.1. Graduation application forms are available in the Student Development Office and on the College's website (https://www.piedmontcc.edu).

1.1.2. The student's faculty advisor must review and approve the graduation application.

1.2. The graduation fee, if required, must accompany the application (Refer to PCC Policy 7.13 Student Fees for more information).

    1.2.1. Graduation fees will not be refunded after regalia order has been placed.

    1.2.2. In order to graduate, a student must settle all financial obligations to PCC.

Section 2:   Credential Completion Effective Date

2.1. Students will be awarded the respective academic credentials at the end of the semester when the graduation requirements are completed.

2.2. Completion of program requirements will be noted on the student's transcript at that time.

Section 3:   Administrative Graduation

3.1. After graduation audit requests are processed at the end of each term, the Office of Research and Institutional Effectiveness (ORIE) and the Registrar's Office will identify any additional students who have satisfied any program completion requirements.

3.2. Any student who has completed program requirements may then be administratively graduated, and the earned credential will be noted on the student's transcript.

3.3. 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

4.1. PCC holds an annual graduation ceremony at the conclusion of the spring semester.

4.2. Students may participate in the spring graduation following the completion of their graduation requirements.

    4.2.1. Students who are within one (1) course or four (4) credit hours of meeting graduation requirements for their program of study and intend to complete those requirements by the following summer or fall semester, will be allowed to participate in the spring graduation ceremony.

    4.2.2. Degrees, however, will not be conferred until course work is completed with a passing grade.

4.2.2.1.   Students will indicate their understanding that completion of coursework is required to receive their respective credential. (See Exhibit 6.7 Commencement Participation Agreement.)

4.2.3.   Students who plan to "walk" in spring exercises must complete applications for graduation in accordance with section 1 above.

Legal Citation: N.C.G.S. 115D-5; 1D SBCCC 400.6

History: Effective October 1988; Revised October 2001, February 2012, April 2020, June 2022

Exhibit 6.7 Commencement Participation Agreement

Commencement Participation Agreement

PIEDMONT
COMMUNITY COLLEGE

Student name_____   ID number _____

Semester/Year_____   Program_____

The student named above agrees that participation in commencement exercises does not imply program completion. Successful completion of the following course(s) is required to receive their credential.

Course(s) needed to fulfill graduation requirements _____

Courses must be completed no later than the end of the Fall _____ term.
                                                                        (year)

Understood and agreed:

_____   _____
Student signature   Date

Approved:

_____   _____
Academic Dean   Date

_____   _____
Vice President, Instruction   Date

Please submit the original signed form to the Office of the Registrar to be maintained in the student's academic record. A copy should be kept by the appropriate Instructional Dean.