

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES GRADUATION REQUIREMENTS AND PROCEDURES	Procedure 5.2.9.1
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Each student is responsible for the proper completion of his or her program of study. It is the responsibility of the student to know the academic regulations of Haywood Community College (“College”) for maintaining academic standing and for meeting all graduation requirements. Curriculum advisors will provide counsel, but the final responsibility rests with the student.

Minimum Graduation Requirements

In order to graduate with a certificate, diploma, or degree (“degree”), students must meet the minimum requirements stated below. (Note: Some curriculum programs have additional or more stringent requirements than the minimum. See the heading “Program Specific Graduation Requirements” in this procedure for more information):

1. Successfully complete and pass all required courses within the College approved certificate, diploma, or associate degree program in which the student wishes to graduate.
2. Hold a minimum 2.00 program grade point average (GPA).
3. Be recommended for graduation by the curriculum department after the final program evaluation.
4. Fulfill all financial obligations to the College.
5. Complete the Graduation Commencement Form (this must be on file at least three weeks before instruction ends during the semester in which a student plans to graduate in order to guarantee participation in the commencement ceremony).
6. Completed forms should be submitted to the Registrar’s Office for processing.
7. Per Policy 5.2.9, transfer students must complete a minimum of 25% of their program credit hours of coursework at Haywood Community College before becoming eligible for graduation.

Program Specific Graduation Requirements

Certain curriculum programs at the College have graduation requirements that are above and beyond the minimum requirements found in this procedure. Examples of additional requirements may include, but are not limited to: minimum clinical hours obtained, stated competencies obtained, or individual course passing grades of “C” or higher. Students interested in their program-specific requirements should view the HCC Curriculum Catalog. Guidelines for catalog year specified in Policy 5.2.9 apply.

Graduation/Success Fee

Beginning in the 2018/2019 year, HCC will no longer charge a \$20 graduation fee to students for each completed certificate, diploma, or degree. In lieu of the graduation fee, and pursuant to Policy 6.1.1, the College will charge students a \$3.00 Success Fee each semester they are enrolled in at least one curriculum class beginning in the fall 2018 semester. This fee will cover the cost of degree printing, covers, and other administrative costs related to graduation, the commencement ceremony, or student success initiatives. For an additional charge, students should purchase the appropriate regalia (cap, gown, and tassel) in the campus store if they wish to participate in the graduation commencement ceremony.

Graduation Commencement Ceremony

A graduation commencement ceremony is held at the end of each spring semester for all students who are candidates for degrees that meet the minimum and program-specific requirements that academic year (summer, fall, spring). In order to walk in the commencement ceremony, students must: meet minimum and program-specific graduation requirements outlined in this policy and the HCC Curriculum Catalog, complete the Graduation Commencement Form, pay any outstanding charges owed to the College, obtain graduation regalia, and notify the Registrar's Office of their intent to participate no later than three weeks prior to the end of the spring semester in order to guarantee a spot in the ceremony, and their name in the graduation program. Graduates who do not meet these requirements may not be eligible to participate, and/or may not have their name in the program due to printing deadlines.

During the ceremony, students will be handed a degree cover in lieu of their actual degree by College officials. The actual printed degree will not be available until degree conferral. Additionally, final transcripts should not be ordered until degrees are conferred to ensure it displays program completion.

*Note, graduates from Haywood County may pick up their degree from the College after it has been conferred. Graduates outside of Haywood County will have their degree mailed as soon as possible after conferral. Degree covers will only be given to graduates at the commencement ceremony, or to individuals who pick up their degrees from the College but do not plan to participate in the ceremony.

Students who have not completed the course requirements to graduate by the end of the spring semester may still participate in the commencement ceremony as long as they register for the remaining courses necessary to complete their program in the summer semester immediately following commencement. Registration must occur prior to submitting a graduation application. Additionally, such students will not be given their conferred degree, or final transcript, until the end of the summer semester after they have successfully completed the course requirements necessary to graduate. This will also be the case for any student who does not successfully complete the courses necessary to graduate at the end of the spring semester in the days prior to the commencement ceremony. The appearance of a name in the graduation program should not be interpreted as evidence of graduation. The student's permanent record, on file in the Registrar's Office, remains the official testimony of the possession of a Haywood Community College credential.

Degree Conferral and Final Transcript

After the end of each semester, students who have successfully followed the guidelines for graduation as displayed in this procedure will be conferred and awarded their appropriate degree. The conferral process in the Registrar's office may take several weeks after the end of the semester depending on the submission of final grades, signatures, printing, and the receipt of final transcripts from other institutions if required. Until a degree is conferred, transcripts or academic records will not indicate the candidate for graduation has officially finished their program. After degrees have been conferred, graduates may order final transcripts and receive their degrees. As previously stated, degrees will be available for pick-up from Student Services after conferral for Haywood County residents. Graduates living outside of Haywood County will be mailed their degrees within one week after conferral.

Accommodations at Graduation Ceremony

Students who would like to request accommodations for the graduation ceremony (i.e. sign language interpreters, disability-related accommodations, etc.) need to do so by indicating on the Graduation Commencement Form. The College will make every effort to appropriately meet the request on a case-by-case basis, as long as the request is made by the prescribed deadline detailed in the application, which is considered a reasonable amount of time for the College to respond and make proper arrangements. The College may not be able to meet any requests made after the deadline prescribed in the Application for Graduation.

Graduation Marshals

Each year academic departments select outstanding freshmen to serve as graduation marshals. The selection criteria are primarily, but not limited to, grade point average, and leadership skills demonstrated in the classroom. Graduation marshals assist with the graduation commencement ceremony each spring and are recognized in the graduation program.

Honors Program Graduation Requirements

The student must complete the requirements of one of the College's approved degree programs with a cumulative GPA of 3.5 or higher. The student must complete 12 credit hours of Honors coursework in at least three different classes with a grade of A or B for all Honors classes.

Graduation with Honors

The College designates students receiving an associate degree or diploma with a 3.50 and above cumulative grade point average as Honor graduates as follows: Cum Laude (with praise), 3.50 - 3.69; Magna Cum Laude (with high praise), 3.70 - 3.89; Summa Cum Laude, (with highest praise), 3.90 - 4.00. During their final semester, the Registrar will identify the candidates for associate's degrees or diplomas according to their cumulative grade point ratio for the previous semesters of work. Each cumulative GPA shall be rounded to three decimal places. Recognition

of Honor graduates is by a designation in the graduation program, by an announcement at the calling of their name during the ceremony, and in the privilege of wearing a white cord signifying this tribute.

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