

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Academic Policies and Procedures

POLICY/PROCEDURE: Standards for Graduation

DATE: March 1, 1993

NUMBER: 4.30

REVISION(s): 12/19/94

Purpose

The College's degree structures and standards for graduation identify program levels that are recognized by the College and the process for receiving recognition for their completion.

Policy

1. The College will officially recognize, and honor with the conferring of degrees or certificates during graduation ceremonies, individuals who meet matriculation and graduation requirements for six formal instructional awards: the degree of Associate of Arts (A.A.), Associate of Applied Science (A.A.S.), the Advanced Certificate (A.C.), the Technical Certificate (T.C.), and the Certificate of Proficiency (C.P.).
2. Certification requirements for students seeking a degree include:
 - a. Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00.
 - b. Successful completion of the required number of credits.
 - c. Completion of the last 15 degree credits as a regular student of Ouachita Technical College, and not through test-out or other means of advanced placement.
 - d. Satisfaction of all financial obligations due the College.

Procedure

1. Students requesting consideration for graduation will complete an **Application for Graduation** form at the beginning of the final semester/term prior to graduation.
2. The Office of Student Services will ensure that students applying for a formal instructional award (A.A., A.A.S., A.C., T.C., and C.P.) have met matriculation requirements.
3. An application packet will be prepared by the Office of Student Services and forwarded to the faculty advisor, then to the Provost, for certification.
4. The Business Office will be contacted to confirm that all financial obligations have been met.

5. The appropriate award will be prepared once certification (fulfillment of graduation requirements at the appropriate level) have been confirmed.

AUTHENTICATION (Signature):

COPP

President

12/19/94
(Date)

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