

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Student Services
POLICY/PROCEDURE: Graduation
DATE: March 1, 1993
REVISION(s): 12/19/94

NUMBER: 5.66

The College recognizes five program levels resulting in formal instructional awards: Associate of Arts Degree (A.A.), Advanced Certificate (A.C.), Associate in Applied Science Degree (A.A.S.), Technical Certificate (T.C.), and Certificate of Proficiency (C.P.).

The College awards the degree or certificates to matriculated students who meet both matriculation and graduation requirements. A student is considered matriculated when: (1) an intention has been stated to pursue a certificate or degree in a program, (2) admission requirements have been met, and (3) an advisor has been assigned.

To be considered for graduation, a student must first submit an application for graduation to the Registrar.

Each student entering the final term of training prior to graduation will complete an application for graduation. The application will be certified and forwarded by the advisor to the Registrar and the appropriate award will be prepared. Students failing to make application for graduation will not have the award prepared.

A student is considered to be eligible for graduation when the chosen program requirements are fulfilled.

For additional information on graduation and commencement see [COPP 4.34](#).

AUTHENTICATION (Signature):

COPP

President

12/19/94
(Date)

5.66