

## **Procedure 3.2521**

### **Graduation Exercises Procedure**

Graduation exercises for curriculum students are held once a year in the spring. Students must apply for graduation one semester prior to the semester in which they expect to complete their work. Application must be made through the Registrar's Office.

In order to be eligible for graduation, a student must complete all prescribed courses for the curriculum. Students must have a minimum cumulative grade point average (GPA) of 2.00. Grade point averages are calculated by dividing the total number of grade points earned by the total number of credit hours attempted. Courses used in this calculation are those completed at Beaufort County Community College that are listed in the student's curriculum outline as minimum requirements and additional courses/substitutions approved by the appropriate lead instructor, Dean, and Vice President of Academics.

Students must complete a minimum of 25 percent of hours required for a degree, diploma, or certificate in residence at Beaufort County Community College.

In order to graduate, each student must fulfill all financial obligations to the College, including graduation fees. Graduation fees must be paid prior to graduation.

The graduation fee covers the costs of the diploma or degree, cap and gown, and other graduation expenses. In order for a student to receive a diploma or degree and/or attend the graduation ceremony, the student must apply for graduation and pay the graduation fee. The graduation fee will be due and payable to the Business Office once a student has applied for graduation. The student should be sure he/she is eligible to graduate before applying.

Graduation exercises each year will feature a motivational speaker recommended by BCCC staff and approved by Senior Staff.

College & Career Readiness students who have earned their High School Equivalency may also opt to participate in Graduation Exercises. Students should complete an Application for Graduation and submit it, with the receipt for the paid graduation fee, to the Registrar's Office.

The Division of Continuing Education also offers graduation exercises for inmates at participating correctional facilities. Graduation exercises are held each spring at Hyde Correctional Institute. Graduation exercises at Tyrrell Prison Work Farm are held each fall and spring. Graduates receive a graduation certificate. No application or graduation fee is required.

## Procedure

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Academic Support Services Policy](#)

### History

**Senior Staff Review/Approval Dates:** 04/11/2016

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*