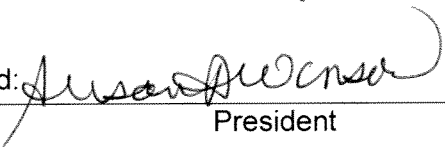
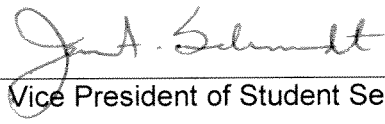


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	REQUIREMENTS FOR APPLYING FOR GRADUATION	Procedure Number: 4-5-103.1
Institutional Authority:	Vice President of Student Services	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	4-5-103	

Approved: 	
President	Vice President of Student Services

Date Adopted: 07/01/2004
Date Revised: 05/12/2008

An Aiken Technical College student is eligible for graduation when they have met the following criteria:

1. The student has satisfactorily completed the required courses and number of credit hours as specified by the curriculum in which the student is enrolled. The student must complete 25 percent of the required courses at Aiken Technical College;
2. The student has attained a 2.00 Grade Point Average or higher (cumulative or curricular).
3. The student has paid all required fees and other financial obligations to the College;
4. The student's advisor has submitted an official application for graduation with the Admissions and Records Office by the deadline listed in the schedule of classes for the term the student intends to graduate; and
5. At the time of application for graduation, the student and the student's advisor must have specified the catalog under which the student is to graduate. The advisor may not specify a catalog in use prior to the student's initial enrollment in the program from which they are to graduate. A student who has not been enrolled at the college for the two consecutive semesters prior to the semester of anticipated graduation must meet the curriculum requirements of the catalog in effect at the time the student applies to graduate.

An associate degree, diploma, or certificate will be awarded to each student who meets the above criteria and satisfactorily completes the required program of study for that student's chosen program/curriculum as stipulated by the catalog.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
05/12/2012		