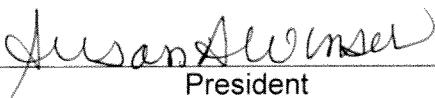
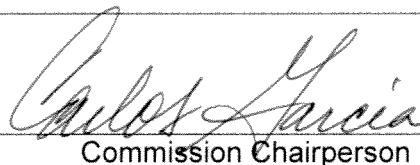


**AIKEN TECHNICAL COLLEGE
POLICY**

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

Approved:


President


Commission Chairperson

Date

Adopted: 07/01/2004

Date

Revised: 02/08/2010

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

It is the policy of Aiken Technical College to ensure a timely completion of the verification of eligibility for graduation. Students and/or their advisors should submit their completed application for graduation to the Admissions and Records Office with required signatures, as indicated, by the deadline date listed in the schedule of classes for the semester in which the student intends to graduate.

It is the responsibility of the Advisor or the Academic Coordinator to review the application for graduation with their students. The Advisor's signature on the application indicates approval of the student's eligibility for graduation.

When the form is completed and turned in, the Admissions and Records Office will subsequently review the student's financial record to determine the student's final eligibility status to graduate.