SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES **COMPLETION OF ACADEMIC PROGRAMS**	Policy 6.04.02

I. Verification of Academic Program Completion

The Office of the Director of Student Records/Registrar verifies student completion of all program requirements for the awarding of curriculum degrees, diplomas, and certificates.

II. Student Initiated Academic Program Completion

It is the responsibility of the student to initiate an Application for Commencement during the semester when requirements for program completion will be met. Students must have the program of study declared and coded by the end of the drop/add period in the semester they wish to graduate. Applications for commencement must be approved by the student's advisor and submitted to the Office of The Director of Student Records/Registrar by the deadline listed in the academic calendar. Following verification of the completion of requirements by the Office of the Director of Student Records/Registrar, the degree, diploma, or certificate is awarded to the student.

III. College Initiated Academic Program Completion

To ensure recognition of credentials earned by students, the College may award degrees, diplomas, and certificates earned by students when applications for commencement are not submitted. This process may include the adding and/or re-opening of programs as defined in Policy 6.01.01. Credentials will be dated at the time program requirements were completed.

IV. Commencement Ceremonies

At the end of spring and fall semesters, a commencement ceremony is held for students to celebrate their achievement of completing degree, diploma, or certificate requirements for programs approved by the North Carolina State Board of Community Colleges. Students completing degree requirements during the summer semester may participate in the commencement ceremony at the end of the subsequent fall semester.

Commencement Ceremonies are coordinated by the Executive Vice President for Instruction and Student Services.

Adopted: April 2010

Revised: October 28, 2014
             April 28, 2015
             November 26, 2019