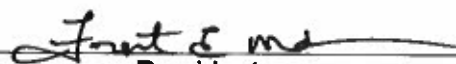


**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	GRADUATION APPLICATIONS AND ELIGIBILITY REQUIREMENTS	Procedure Number: 4-5-103.1
Institutional Authority:	Chief Student Services Officer	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	4-5-103	

Approved:


President


Chief Student Services Officer

Date

Adopted: 07/01/2004

Date

Revised: 04/08/2019

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.

An Aiken Technical College student must meet the following criteria to be eligible for graduation:

1. Complete all residency requirements (courses taken at ATC) as specified for each award. A student must take and earn a minimum of 25 percent of credits required for graduation from a degree, diploma or certificate program of study at Aiken Technical College. Regardless of the comparability of courses and the number of courses successfully completed at other accredited post-secondary institutions, a student must successfully complete a minimum of three higher-level courses (as determined by the academic advisor) representative of the major program or discipline at Aiken Technical College. The total of both courses accepted for transfer and courses exempted cannot exceed 75 percent of the credits required for completion of a program.
2. The student has attained a 2.00 Grade Point Average or higher (cumulative or program).
3. The student has paid all required fees and satisfied all other obligations to the College;

4. The student or advisor has submitted an official graduation application to the Enrollment Services Center by the deadline listed in the "Important Dates" document 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 three 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.