

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Section II - Academic/Student

SUBJECT: GRADUATION REQUIREMENTS

REVIEWER(S): Dean of Student Affairs and Enrollment Management*
Chair, APG Committee
Dean of Administrative and Financial Services
Provost

I. POLICY

Candidates for a degree, diploma, or certificate from Carolinas College of Health Sciences (CCHS) must meet or exceed identified minimum criteria for grades, computer competence, credits earned at CCHS and academic and financial standing.

II. PROCEDURE

- A. The satisfactory completion of the academic graduation requirements will be calculated by the registrar and verified by the admission, progression and graduation (APG) committee. The APG committee will verify the student is in good academic standing (e.g., honor code, etc.) as a part of the verification process. Applicants for graduation who are determined not to be in good academic standing will not be verified and graduation may be delayed.
- B. The dean of administrative and financial services will confirm the student is in good financial standing. Good standing means that all financial obligations to the college have been satisfied other than those covered by a promissory note for future payment or forgiveness through service. Financial obligations to CHS parking or to the AHEC Library must also be paid prior to approval to graduate.
- C. The APG committee will use the following criteria in their verifications. The student must have:
 1. Earned a grade of "C" or higher or have been awarded advanced standing credit for each of the curriculum requirements.
 2. Satisfactorily completed all required and elective courses of the curriculum master plan including both the prescribed healthcare coursework and any/all general education coursework.
 3. Completed at least 25% of the required semester hours of credit *and* the last semester of coursework at CCHS.
 4. Achieved a cumulative GPA of 2.0 or higher in the courses stipulated in the curriculum master plan.
- D. The college may exercise flexibility in the interpretation of graduation eligibility for students experiencing unusual or extenuating circumstances as determined by faculty and administrator of the program. The college provost must approve any such recommendations.
- E. The student must make application for graduation (form available from student services) by the filing deadline. College officials indicate on the application for graduation the applicant's status relative to each requirement. The appropriate program representative will verify to the registrar those students who have met the selected standardized testing requirement.
- F. When the APG committee determines a student has met all graduation requirements, the president, provost, and dean of student services and enrollment management will be notified.
- G. In limited and specified circumstances, a student who has not yet met graduation requirements will be allowed to walk in the graduation processional, but will receive an empty diploma cover. In this case, the graduation date will be the date the student completes all graduation requirements and is approved by the APG committee. The student is assessed the cost for printing and shipping a new diploma; the original is shredded.

- H. On rare occasions, the college will authorize the granting of posthumous academic degrees, diplomas, or certificates in recognition of a student's academic achievement when evidence suggests that, had the student survived, progress would have likely fulfilled the graduation requirements. The posthumous degree may be awarded as follows:
1. At the time of death, the student should have completed a substantial portion of the graduation requirements and currently be in good academic standing.
 2. The deceased student's cause of death was not known to be due to questionable circumstances or while in the commission of a crime on the part of the student.
 3. Any member of the college leadership may recommend the awarding of a posthumous degree, but agreement for awarding will be obtained from the student's program director, a representative of the student's family, if available, and from the president's council.
 4. The diploma and transcript will indicate the award was posthumous.
 5. The student's name will be printed in the graduation program with a note that the degree is being awarded posthumously.
 6. In most cases, the posthumous degree will be awarded at the time of the student's anticipated graduation. Special recognition of the posthumous degree, diploma, or certificate will be made by the president just prior to the individual recognition of other candidates for graduation.
 7. If the student had outstanding tuition and fee charges, the debt will be waived.
- I. The Graduation Requirements policy will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____