4.11 Requirements for Graduation & Participation in Commencement Policy

Policy 4.11
Volume 4 Enrollment Management
Chapter 11 Requirements for Graduation & Participation in Graduation Policy
Responsible Office: Registrar
Originally issued: unknown

Policy Statement

Students must meet all graduation requirements to receive a degree or certificate from Georgia Health Sciences University. Undergraduate students also must meet requirements established by the Board of Regents of the University System of Georgia. These requirements can be found in the Board of Regents Policy Manual, section 303.01, Core Curriculum. This policy also describes the requirements for participation in commencement.

Requirements for graduate, medical, and dental degrees are stated in Georgia Health Sciences University catalog under the sections for the Medical College of Georgia, College of Dentistry and College of Graduate Studies. Additional requirements for baccalaureate degrees are also stated in Georgia Health Sciences University catalog under the sections for the College of Allied Health Sciences and the College of Nursing.

The faculty of each College recommending a candidate for a degree is required to ensure the candidate has met all requirements for the
degree to be conferred. Every candidate for a baccalaureate degree at Georgia Health Sciences University must earn a minimum of 30 semester hours in residence (see definition, pg. 2). Candidates for a one-year certificate or a post-masters certificate must earn a minimum of 15 hours in residence.

All financial obligations to Georgia Health Sciences University must also be met prior to graduation.

Reason For Policy

This policy was established to ensure a clear understanding of the requirements for both graduation and participation in commencement at Georgia Health Sciences University.

Entities Affected By This Policy

All students enrolled in degree or certificate programs at Georgia Health Sciences University are affected by this policy.

Who Should Read This Policy

All students enrolled in degree or certificate programs at Georgia Health Sciences University and the faculty who teach in these programs should understand this policy.

Contacts

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<tr>
<th>Contact</th>
<th>Phone</th>
<th>e-mail/URL</th>
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<tbody>
<tr>
<td>Registrar</td>
<td>721-2201</td>
<td><a href="mailto:registrar@georgiahealth.eduhttp">mailto:registrar@georgiahealth.eduhttp</a>://www.georgiahealth.edu/students/Registrar/</td>
</tr>
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Related Documents

Board of Regents of the University System of Georgia Policy Manual:

http://www.usg.edu/regents/policymanual/300.phtml
Georgia Health Sciences University Academic Regulations: http://catalog.georgiahealth.acalog.com/

College of Dentistry Academic Progress Policies: Graduation:

http://www.georgiahealth.edu/sod/policies/graduation.html

College of Medicine Student Promotions Committee Policies and Procedures:

http://www.georgiahealth.edu/som/redbook.pdf

College of Graduate Studies:

http://www.georgiahealth.edu/GradStudies/students.htm

College of Allied Health Science (Graduate Programs Section):

http://www.georgiahealth.edu/SAH/index.html

College of Nursing:

http://www.georgiahealth.edu/son/programs.htm

Definitions

These definitions apply to these terms as they are used in this policy:

| In Residence | Course taken for which matriculation/tuition fees are paid to Georgia Health Sciences University |

Overview

Students must meet all graduation requirements to receive a degree or certificate from Georgia Health Sciences University. Each program sets
its graduation requirements, and undergraduate students have Board of Regents’ requirements as well. The undergraduate candidate must meet the Regents’ Test of Reading and Writing requirement as well as the four required Legislative Exams.

All financial obligations to the institution must be met prior to graduation.

Process/Procedures

Requirements for Graduation with a Baccalaureate Degree from the Georgia Health Sciences University – The University System of Georgia requires that each student receiving a bachelor’s degree from a state-supported college must have successfully completed the Board of Regents Testing Program Examination Requirement as well as the four required Legislative Exams (section 303.04 of the Board of Regents Policy Manual). If these requirements are not met prior to enrollment in the program at Georgia Health Sciences University, the tests will be administered by the Registrar’s Office.

- An undergraduate degree shall not be conferred on any person whose overall grade point average (for courses in residence) is less than 2.0. Credit hours in courses with the grade of D shall not exceed 20 percent of the total hours (including transfer hours) used as credits for a degree. Individual curricula may establish higher standards for achievement, in which case the higher standards shall apply.

Requirements for Graduation with a Professional or Graduate Degree from the Georgia Health Sciences University

- The College of Dentistry and the College of Medicine specify their degree requirements. These requirements can be found at the URLs listed in the Related Documents section of this policy.
- The College of Graduate Studies, College of Allied Health Sciences, and College of Nursing also specify the requirements for the graduate degrees offered by those colleges. These requirements can be found at the URLs listed in the Related Documents section of this policy.

Application for Graduation

- Applications for Graduation are distributed by the Registrar’s Office to the various programs, which will distribute the application to the students.
- Graduation applications are initiated in early Fall semester for anyone with an expected graduation date for the upcoming calendar year.
- The Medical College of Georgia candidates receive their applications via GroupWise e-mail from the Registrar’s Office.
- The application for graduation must be completed by each student and returned in batch to the Registrar’s Office. Medical College of Georgia students submit their completed applications individually.

http://policy.georgiamed.edu/2010/06/15/requirements-for-graduation-participation-in-commencement-policy/
• Each program submits a letter to the Registrar’s Office confirming that students have met all requirements for the degree.

Commencement

Only those students who have completed requirements for the degree by the date of Spring graduation will be allowed to participate in commencement exercises and to have their names listed in the program. Exceptions to this policy may be made for:

• Students who are expected to complete requirements within a few weeks following commencement. Participation in the Commencement ceremony is permitted only upon the recommendation of the academic Dean. The student will receive a mock diploma in the commencement ceremony.
• Students enrolled in an academic program with a restrictive curriculum that provides completion of requirements only after the Spring graduation but before Dec. 31 of that year. All academic major areas under these guidelines must be approved for special graduation participation by the academic Dean. Only an academic major area can be approved, not an individual. The student will receive a mock diploma in the commencement ceremony. The students who are on track to graduate in Summer (August) or Fall (December) semester will have their expected graduation date listed by their name and a footnote explaining the special circumstances of his/her participation.
• Students who completed requirements in the previous year but were not listed in the commencement program and were not allowed to participate in the ceremony may participate and be listed in the program with the approval of the academic Dean.

Graduation Date

• For on-track students completing requirements in May, August or December, the posted graduation date for that term will be on the diploma.
• For off-track students completing requirements in May, August or December, but after the posted May, August or December date, the graduation date will be the last business day of May, August or December.
• For off-track students completing requirements in June there are two possible graduation dates – June 15 and June 30 (or the last business day prior to each of those dates).
• For off-track students completing requirements in January, February, March, April, July, September, October or November, the graduation date will be the last business day of the month.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.11, Requirements for Graduation & Participation in Graduation Policy, are:
<table>
<thead>
<tr>
<th>Registrar's Office</th>
<th>Distribute Graduation applications</th>
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<tr>
<td>Academic Programs</td>
<td>Distribute Graduation applications, collect from students, and return to Registrar’s Office Verify student has met all academic requirements</td>
</tr>
<tr>
<td>Medical College of Georgia graduating students</td>
<td>Return graduation applications directly to Registrar</td>
</tr>
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