

**Policy Name:** Graduation Requirements - SCHS  
**Policy Number:** ADM 3.12  
**Title of Policy Owner:** Dean of Student Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2023  
**Version:** 1.0  
**Policy Status:** Approved

**I. Policy**

Graduation Requirements.

**II. Purpose**

To define the eligibility for awarding degrees and participation in commencement.

**III. Scope**

This policy applies to associates that administer the awarding of degrees and students at Southside College of Health Sciences (SCHS).

**IV. Definitions**

None.

**V. Policy Details**

To be eligible to receive a degree, a student must:

- Have a minimum GPA of 2.0.
- Submit an Intent to Graduate form to the Office of Records and Registration.
- Complete at least 30% of credit hours required for the degree through instruction offered by the College.
- Complete all degree requirements by the end of the academic session in which the degree is to be conferred.
- Complete all program requirements.
- Settle all student account balances to the College to include returning of library and school materials.

A hold will be placed on a student's record at the time of graduation for outstanding obligations to the College. These obligations might include receipt of final transcript from another institution, student account balances, library books or fines. If unfulfilled, these obligations may prevent the release of any information concerning the conferring of the student's degree.

**Commencement**

Commencement is held twice a year at the close of the fall and spring semesters. Students may participate in commencement if they have fulfilled all administrative responsibilities and are expected to complete all degree requirements in the semester for which they have applied to graduate. Official academic regalia is required to participate in commencement. Only cords and stoles issued by the College of permitted.

### **Graduation Honors**

**Graduation honors are awarded to undergraduate students who have maintained high levels of scholastic achievement. Levels of honor are:**

**3.50 - 3.749 with honor**

**3.75 - 3.899 with high honor**

**3.90 - 4.0 with highest honors**

### **Awarding of a Posthumous Degree**

A deceased student who did not complete all requirements for her/his degree at the time of death may be awarded a degree posthumously provided the following conditions are met:

- The student was currently enrolled or on an approved leave of absence at the time of death.
- The student was in good academic standing at the time of death.
- The student was within 20 credits of completing all requirements for his/her degree.

The awarding of the degree will be processed upon recommendation of the Director of Campus Director and Dean of Academic Affairs after ascertaining that the conditions noted above have been met and final approval by the Vice President of the Richmond Higher Education Institutions

Notation in official college records:

- A notation that the degree was awarded posthumously will be made on the transcript, but not on the diploma.
- Commencement program: "Posthumous Degree." No Latin honors will be awarded. Other awards, as determined by the faculty, may appear in the program.
- Grades of "WA" (withdrawn administrative) are issued for each course in which the student was enrolled for the last term. No record will appear for future courses for which the student may have already registered but had not begun.

## **VI. Attachments**

None

## **VII. Related Policies**

None.

## **VIII. Disclaimers**

None

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	5/19/2023	Policy Adopted & Minor revisions	Dean of Student Affairs