

Policy Name: Degree and Commencement Requirements  
Policy Number: ADM 3.12  
Title of Policy Owner: Student Services  
Approved by: Executive Council  
Effective Date: 8/15/2021  
Version: 1.0  
Policy Status: Approved

I. Policy

Degree and Commencement 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

**Degree Requirements**

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 Student Services.
- 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 indebtedness 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, financial 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 spring and summer 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.

### **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 Student Services after ascertaining that the conditions noted above have been met and final approval by the Vice President.

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**

Nothing in this policy creates a contractual relationship between SCHS and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	Executive Council