

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>GRADUATION APPLICATION AND CEREMONY</b>	Number <b>D-29.1</b>
Division of Responsibility <b>Student Affairs</b>	Approval Date Page <b>1/21/2021 1 of 1</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>D-29.1</b> Date <b>5/24/10</b>

**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. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. Requirements for certificates, diplomas, and degrees vary according to the program and are stated in the college catalog. The student is responsible for fulfilling the requirements for all areas:
  - A. Complete all required courses specified in the curriculum.
  - B. A grade point ratio of at least 2.0 in all courses required for graduation.
  - C. Fulfill all financial obligations to the College.
  - D. File an application for graduation with the Student Affairs Office during registration for the final semester.
  - E. An application must be made for each award earned by the student from the College.
  - F. The student must complete 25% of course work at Williamsburg Technical College to qualify for a certificate, diploma, or degree.
- II. The College will sponsor graduation ceremonies a minimum of one time a year (normally after spring semester ends).
- III. All candidates for degrees, diplomas, and certificates are required to be present at the graduation exercise. Only the Associate Vice President of Student Affairs can excuse a candidate from being present.