



**Title:** Graduation Requirements  
**Effective Date:** 10/12/2007  
**Date of Last Revision:** 06/01/2007  
**Review Date:**  
**Cancellation:**  
**Office:** Student Affairs (SA 200)

**Graduation Requirements**

Louisiana Technical College (LTC) holds graduation ceremonies in the fall, spring and/or summer semesters.

- Policy Reference:*
- LTC Policy #IS1930.101 Academic Renewal
  - LTC Policy #IS1930.124 Course Substitution/Waiver
  - LTC Policy #IS1930.150 Grade Point Average
  - LTC Policy #IS1930.152 Grade Symbols
  - LTC Policy #IS1930.171 Non-Traditional Credit
  - LTC Policy #SA1930.208 Custodial Authority
  - LTC Policy #SA1930.221 Admission of Dual Enrolled High School Students
  - LTC Policy #SA1930.254 Admission of First Time Freshmen
  - LTC Policy #SA1930.255 Admission of Transfer and Re-Entry Students
  - LTC Policy #SA1920.266 Student Records
  - LTC Form #IS100.45 Transcript Evaluation Request
  - LTC Form #SA200.3 Graduation Application

*Review Process:*

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	06/01/07	
X	Academic Affairs Officers	06/01/07	
X	LTC Regional Directors	10/03/07	
X	Vice President for CTE	10/03/07	10/12/07

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## Graduation Requirements Procedures and Specific Information

### **221.1 SCOPE**

It is the responsibility of the student to make sure all the requirements for graduation have been met. It is recommended that the student meet with his/her department advisor prior to his/her final semester to discuss graduation requirements.

### **221.2 APPLICATION DEADLINES**

Students must apply for graduation by completing and submitting the appropriate form at least **one semester prior to** completing degree/diploma requirements. The application deadline will be determined by the campus and/or region.

### **221.3 GRADUATION FEES**

**221.3.1** A graduation fee of \$25 will be charged each student who submits an application.

**221.3.2** Late applications will be charged an additional \$25 fee.

### **221.4 COLLEGE GRADUATION REQUIREMENTS**

**221.4.1** The Registrar and/or campus Student Affairs office will complete a degree audit of all graduation requirements for each student before the student is certified as a candidate for graduation.

**221.4.2** All approved course substitution request forms, transfer credit evaluations, non-traditional credit documents/approvals, and official transfer transcripts must be on file in the Student Affairs office before a student can be certified as a candidate for graduation.

**221.4.3** Further assessment of the student's fulfillment of graduation requirements will be made in accordance with specified college graduation requirements.

**221.4.4** Louisiana Technical College may hold commencement exercises during the fall, spring and/or summer semester. The date and time of the commencement exercise will be determined by each LTC Region.

**221.4.5** High school students may receive certificates and technical diplomas prior to high school completion/graduation.

**221.4.6** To qualify, a student must meet the specific program requirements outlined in the curriculum the student is following at the time of graduation.

**221.4.6.1** Earn at least a 2.0 ("C") grade point average on all work attempted at Louisiana Technical College (excluding grades for courses deleted through academic renewal or repeat/delete).

- 221.4.6.2** Earn at least a 2.0 (“C”) in each course required to earn the credential.
- 221.4.6.3** Complete 12 of the final 15 hours (excluding hours gained through non-traditional credit) required in the credential in residence at Louisiana Technical College.
- 221.4.6.4** Earn at least 25 percent of the hours needed for the certificate/degree in residence at Louisiana Technical College, of which 9 must be in the major field of study.
- 221.4.6.5** Earn no more than a total of 30 credit hours toward an Associate of Applied Science degree or Technical Diploma from non-traditional sources, with no more than 12 non-traditional credit hours toward a Certificate of Technical Studies.
- 221.4.6.6** If a program requires a course but the course is no longer available or a course substitution cannot be made, completion of the total number of credit hours required in the program being followed is mandatory.
- 221.4.6.7** Fulfill all other obligations and regulations including financial obligations to the College prior to established dates.

## **221.5 HONORS DESIGNATION**

- 221.5.1** Honors will be awarded based on cumulative Grade Point Average.
- 221.5.2** At least 50% of required credits must be completed at Louisiana Technical College in order for a student to be eligible for honors.
- 221.5.3** The required GPA’s are:
  - 221.5.3.1** Honors Graduate: 3.00 - 3.49
  - 221.5.3.2** Graduation with Distinction: 3.50 - 4.00

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