



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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James R. Sawtelle, III
Vice-President for Career and Technical Education